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ABSTRACT

Guidelines are presented to assist New York institutions of higher education in classifying building data by means of a uniform system that will be compatible with a similar coding system in use throughout the United States. This facilities inventory manual includes a description of the Higher Education Facilities Comprehensive Planning Program and the updating of previous inventory procedures. In addition to general instructions, information and forms are given for the building characteristics inventory and the room-by-room facilities inventory. (FS)

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HIGHER EDUCATION
FACILITIES COMPREHENSIVE PLANNING PROGRAM
FACILITIES INVENTORY MANUAL
FOR NEW YORK STATE

EF 003 945

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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REVISED 1969

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
OFFICE OF HIGHER EDUCATION PLANNING
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FOREWORD

The facilities inventory portion of the New York Higher Education Comprehensive Planning Program is designed to provide a complete and current, campus by campus, building by building, room by room physical facilities inventory for every institution of higher education in New York State.

This revision of the 1967 NEW YORK STATE FACILITIES INVENTORY MANUAL has been prepared as a guideline, to assist colleges and universities in classifying building data in a uniform system for updating in 1969, that will be compatible with a similar coding system in use throughout the United States. The program was originated in response to a 1966 request of the U. S. Congress for a careful study within each state for 10 years into the future, to determine in detail the amount and kind of buildings needed and the cost and probable sources of funds. The results of this study will enable the Congress to judge whether or not additional Federal aid for facilities must be provided and in what amounts.

Sincere thanks is expressed for the wholehearted cooperation received from all the colleges and universities of the State of New York in the collection and provision of the data for the 1967 inventory of facilities. Continued cooperation will be greatly appreciated.

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THE HIGHER EDUCATION FACILITIES COMPREHENSIVE PLANNING PROGRAM

INTRODUCTION

The Higher Education Facilities Comprehensive Planning Program is a tri-level venture involving (1) the United States Office of Education, (2) all states and (3) all colleges and universities.

PROJECT GUIDELINES for the facilities inventory were originally issued by the U. S. Office of Education in the winter of 1966-67. Procedures were subsequently developed for unifying the operation of both the national and New York State programs, including the development of standard terms and definitions for use by all states. The New York program is designed around a series of computerized data and information accrual systems.

USE OF THE DATA

Both the U. S. Office of Education and the New York State Education Department will use the inventory data to develop regional, State and nationwide projections of higher education needs.

The data collected in the space inventory serves many useful purposes, including:

Description of space quantitatively and qualitatively.
Description of space by type, organizational unit and function.
Assignment of space appropriate to organizational units.
Conversion of space from one use to another.
Projection of long-range building needs.
Planning specific building projects.
Determination of operating and capital budget requests.
Determination of indirect cost rates for sponsored projects.
Rehabilitation needs.
Comparison with other institutions.
Interpretation of needs to many public groups.

Briefly stated, a carefully devised space inventory provides useful information which is of both immediate and long-range interest to the college or university in the process of making decisions.

By having such data available in periodically updated form, the New York State Education Department and the U. S. Office of Education can assure the legislators and others vitally concerned with financing, staffing and providing facilities for education that they are kept informed well in advance of the time assistance is needed for the solution of important and complex problems; that guidance is available to help institutions avoid developing duplicate or otherwise unneeded programs; and that planning bodies have information which helps them in continuously planning education-related programs.

THE NEW YORK STATE

HIGHER EDUCATION FACILITIES COMPREHENSIVE PLANNING PROGRAM

As of September 30, 1967, a statewide survey and analysis of all public and private higher education facilities was conducted by the New York State Education Department. Printouts of all the data collected from all cooperating institutions have been sent back to them. It is now necessary to update these data as of September 30, 1969, in order to incorporate the many changes that have taken place over the past 2 years. However, it is not necessary to wait until September 1969 to submit these data. They may be forwarded to the Coordinator, Higher Education Facilities Comprehensive Planning Program, New York State Education Department, Albany, New York 12224, as soon as it may be reliably determined what the existent situation will be as of September 30, 1969.

For most higher education institutions the task will be minimal, not only because the majority of the data previously collected can still be used, but also because the facilities that have been added, deleted or altered in the past 2 years represent only a small portion of the total facilities of each institution, except in the cases of those institutions that have begun to function fully since September 1967. For these new colleges it will be necessary to assemble the basic data in much the same fashion as other institutions have already done. For the established institutions all that will be needed will be an updating of the 1967 report, i.e., data about new facilities, discarded or abandoned facilities, or facilities in which fundamental changes have occurred.

Regardless of whether the institution is reporting for the first time, or is an established institution that participated in the 1967 Survey and Analysis, the instructions in this revised handbook are the ones to follow.

In each case, the data reported should be in terms of the actual situation on each campus as of September 30, 1969. Because of the limitations on the use of data processing equipment, it is essential that reports from all institutions be received in Albany not later than October 31, 1969.

The basic plan in this Revised Facilities Inventory Manual remains identical with the 1967 Manual. The various definitions and coding instructions have been supplemented by more detailed explanations, together with specific examples of spaces which earlier may have seemed to fall into several different categories of coding. The underlying purpose is to establish a single, uniform system of coding for every usable space on campus so that, on a statewide basis, every space will fit into its specific category dependent upon its function and principal use.

At the end of this revised Manual, (pages 91 to 97), is a recapitulation of problem areas in coding, experienced during the first complete inventory of facilities conducted in New York State in 1967. That section is intended to resolve any exceptional coding problems that may occur to those individuals who may be inexperienced or who may be working with the inventory for the first time.

As in the conduct of the 1967 inventory, it is not required that NON-ASSIGNABLE space be inventoried. NON-ASSIGNABLE space is defined for the purposes of column (11) of the Room by Room Facilities Inventory Sheet, as (1) Custodial area, code 010 (janitor closets, custodial storerooms), (2) Circulation area, code 020 (corridors, elevator shafts, escalators, stairs, lobbies, covered walkways, etc.), (3) Mechanical area, code 030 (boiler rooms, meter closets, air-duct shafts and non-private toilet rooms), and (4) Construction area, code 040 (exterior and fire walls, permanent partitions, unusable areas in attics, basements, etc.) See page 74 for complete description of NON-ASSIGNABLE space. However, if the institution desires to inventory NON-ASSIGNABLE space as well, the office of Higher Education Facilities Comprehensive Planning will be pleased to include such additional areas in the computer printout. A number of institutions did include their NON-ASSIGNABLE areas in their 1967 inventory and have found this addition to be useful for comparing total space utilizations; in several instances the institutions have used the data in connection with letting contracts for janitorial services. With this in view, it is strongly recommended that in updating the inventory or compiling it for the first time in 1969, NON-ASSIGNABLE space be included.

INVENTORY ASSISTANCE

Regional Representatives: Regional Representatives, listed on page iii, have been appointed to assist the New York State Education Department and cooperating institutions with their inventories. One of these men is located within economical calling and driving distance of every institution in the State and is experienced in making "on-the-spot" interpretations. Each college and university in the State has been assigned to a specific Regional Representative. Questions emanating from each campus should first be directed by telephone call to its Regional Representative.

Institutional Representative: Every college and university in the State has designated in writing its own Institutional Representative who is responsible for the inventory and with whom the Albany office and/or the Regional Representative, will maintain direct contact. Workshops, hosted by the Regional Representative, will be held from time to time for instructional purposes and to announce the latest developments within the Higher Education Facilities Comprehensive Planning Program. Each institution is requested to advise the Albany office immediately of any change in the designation or telephone number of its institutional representative.

Procedure for Telephoning to Albany: The telephone number for the Office of Higher Education Facilities Comprehensive Planning at Albany is (518) 474-~~8243~~6376 ~~or 8244~~. This number can be called collect by an institution if its representative is unable to reach his Regional Representative, or if he has been advised by him to refer the problem to Albany.

Suggestions for change in this manual should be brought to the attention of:

Coordinator
Higher Education Facilities Comprehensive Planning Program
Office of Planning in Higher Education
New York State Education Department
Albany, New York 12224

COMPUTER PRINTOUT AND THE MATRICES

When an institution has submitted all of the information that has been requested, the New York State Education Department will process the data and send to each institution a computer printout. After certain processing notations, the printout will give a Glossary Listing of Terms that are used vis-a-vis terms used in the processing. Following this there will appear for each campus a sequential listing of every facility, building by building, covering all details as submitted by the institution on the Room-by-Room Facilities Inventory Sheets. At the end of the computer printout for each building, is a summary listing of the total number of student stations in that building, the total square footage and the equivalent amount of space devoted to research.

The printout will also provide valuable information in matrix form. For 1969, four such matrices will be provided. A matrix is merely a grid in which two types of data are used---one set of factors along the top of the chart and the other set in the left-hand column. By dropping a vertical line from a factor given at the top, and running a horizontal line to the right from the other factor listed in the left-hand column, a point of intersection is obtained. The relationship of the two factors under consideration can be obtained by reading the figure at the intersection.

The first matrix deals with the Subject Fields along the top and the Room Types in the left-hand margin. The second matrix gives the Organizational Units along the top and the Room types in the left-hand margin. The third matrix gives the Organizational Units along the top and the Subject Fields in the left-hand margin. The fourth matrix provides a listing of all space assigned to each separate department or organization, based on the institutional code furnished for those departments.

These four matrices provide the institution with a quick method of working out relationships among the three major types of data supplied on the Room-by-Room Facilities Inventory Sheets, i.e., Organizational Units, Subject Fields, and Room Types. The comments concerning the matrices that will accompany each printout will illustrate a few of the many ways in which an institution will be able to utilize the data.

In assembling the facilities inventory data on a statewide basis, the New York State Education Department's Office of Higher Education Planning is accepting the responsibility for the preparation and submission of the facilities inventory reports required annually by the U.S. Office of Education, i.e., USOE Form 2300-7.

Statewide profiles are in the process of being developed. Copies will be furnished to each institution of higher learning in summary form when completed.

UPDATING THE DATA OF THE 1967 BUILDING CHARACTERISTICS FORMS

The only data required for updating are those covered by (a), (b), (c) and (d) as follows:

(a) Buildings, or portions of buildings, of the institution's higher education facilities which have been added since the September 30, 1967 cutoff date, and therefore were not included in the 1967 report. Examples of (a) might be a new technical building that was not ready for occupancy until December 1967 and hence was not included in the 1967 report; or the addition of a wing to the Student Center which will not become available until August 1969.

(b) Buildings or portions of buildings that had been included in the 1967 report but that as of September 30, 1969 (the academic year 1969-70) no longer constitute part of the institution's higher education facilities. Examples of (b) might be a faculty research building that was burnt to the ground in July 1968 and will not be replaced; or a hotel used as a dormitory in 1967-68 but sold to commercial interests in July 1968.

(c) Buildings or portions of buildings that were included in the 1967 report but that as of September 30, 1969 have been changed significantly in terms of any of the column headings in the Building Characteristics Form. Examples of (c) might be a former student activities building that has been turned over to the maintenance staff without any structural, partition or other changes whatsoever; or a former chemistry building that has been turned into faculty offices with considerable structural changes; or a building that in the 1967 report was a faculty office building and that will continue to appear as a faculty office building in the 1969 report, but that since September 30, 1967 has undergone significant partitioning or other structural or assignment changes.

(d) Any omissions from and corrections of the data as submitted for the 1967 Report other than items properly part of (a), (b) or (c) above. Examples of (d) might be: a typographical error whereby a significant error was made in the figures submitted on the Building Characteristics Form in terms of value, gross area, etc.; or an error whereby an incorrect number or name was given for a building. Omissions and/or corrections previously reported to Albany are not to be reported again.

THE SAME FORMS WILL BE USED FOR UPDATING AS WERE USED IN THE 1967 INVENTORY

INSTRUCTIONS FOR UPDATING BUILDING CHARACTERISTICS FORMS:

1. Obtain a copy of the data submitted to Albany for the 1967 report and review same for any unreported changes which have taken place on campus.

2. On a new Building Characteristics Form, list all buildings which have undergone changes by their building number in column (1), and state the changes (structural or functional, etc.) on that line; or use the word "delete" in the case of a building that has been demolished. For newly acquired or erected buildings, establish a new number for each new building and fill in the line completely on the Building Characteristics Form.

The completed Building Characteristics Forms showing these deletions and additions are to be forwarded to Albany in duplicate.

Reminder: Include only those buildings for which changes are to be reported. Do not include buildings, the data for which in 1969 are exactly the same as for 1967.

Follow the instructions as they appear in this Manual for filling in the Building Characteristics Forms. See page 13.

UPDATING ROOM-BY-ROOM FACILITIES INVENTORY SHEETS

Inventory only those rooms and spaces in which a reportable change has occurred since the 1967 Report. These consist of:

(a) Rooms and spaces the character, use, or assignment of which (without structural alteration) has changed since the 1967 Report.

For instance, a general use classroom (I&R,199C) may have been reassigned as a psychology lecture room (I&R,410P); or a staff office (GEN) may have been reassigned to a social science faculty member (I&R,420S). For these minor functional changes, use the extra copy of the computer printout of the 1967 facilities inventory and indicate the changes in coding in black pencil in the margin alongside the superseded code.

(b) Rooms and spaces that were reported in the 1967 Report but that no longer exist or are no longer assignable.

For example, if a building has been demolished or if part of a building is no longer in service, write the word "delete" in the left hand margin of the computer printout, adjacent to the rooms to be deleted.

(c) Rooms and spaces not existing or not ready for inclusion at the time of the 1967 Report.

For a new building or a new addition to a building on campus, use a new Room-by-Room Facilities Inventory Sheet(s) for each building or new addition and enter complete data for all rooms of each such building which have been placed in operation since the 1967 Report. Label the sheet ADDITIONS in the upper left hand corner.

(d) Alterations to buildings on campus - Whenever alterations to a building have resulted in structural changes since the 1967 Report, use a new Room-by-Room Facilities Inventory Sheet(s) for each altered building and enter the complete data for all such rooms. Be sure that rooms deleted because of such alterations show in (b) above, and the rooms properly showing in (a) above (because of non-structural alteration reassignment) are not included under (d). Label the sheet ADDITIONS in the upper left hand corner.

(e) Omissions or corrections not previously reported - For any minor corrections that have not previously been reported to Albany and incorporated in a revised computer printout, use the extra copy of the printout and make the necessary corrections in the margin adjacent to the incorrect entry. For omissions, use a new Room-by-Room Facilities Inventory Sheet for each building from which items have been omitted, enter the complete data and label the sheet ADDITIONS in the upper left hand corner, even though these are in fact omissions.

Note: The Room-by-Room Facilities Inventory Sheet(s) for a given building should include all (c), (d), and (e) items above for that building on the same sheet(s).

Follow the detailed instructions as they appear later on in this Manual for filling out the Room by Room Facilities Inventory Sheets for (c), (d) and (e) above. See page 25.

In the process of updating and subsequently maintaining the inventory file, it is most desirable, from a processing point of view, to retain the records in a logical sequence by room numbers within a building. With this arrangement, all additional rooms or spaces resulting from alterations, earlier omissions, etc., can be automatically inserted in the updated computer printout in the correct sequential location.

Buildings, and rooms within buildings, will therefore be ordered according to a standard sorting scheme in the computer center which, within a given column of the maximum 5-place room number, results in the following sequence:

A. "Blanks" (i.e., a complete blank, not a dash), followed by

B. Special characters, (e.g., "/" or "-"), followed by

C. Alphabetic letters, followed by

D. Decimal digits.

Some institutions may find that this results in a sequence different from the one in which the data was originally submitted to Albany. In the event that this causes a significant reduction in the usefulness of the reports returned to the institution, the Albany office should be consulted for possible handling of the case as an exception.

INSTRUCTIONS AND FORMS

This section contains:

1. GENERAL INSTRUCTIONS (Applicable to both of the following)
2. BUILDING CHARACTERISTICS FORM - With Detailed Instructions
3. ROOM-BY-ROOM FACILITIES INVENTORY SHEET - With Detailed Instructions

GENERAL INSTRUCTIONS - FOR TAKING INVENTORY OF NEW CAMPUSES OR BUILDINGS FOR THE FIRST TIME

DUE DATE

Both sets of forms are to be completed with inventory data existent on September 30, 1969. They may be submitted to Albany as soon as completed, but not later than October 31, 1969.

INSTITUTIONAL REPRESENTATIVE

Each college and university which has not already done so, should immediately designate a person as INSTITUTIONAL REPRESENTATIVE to coordinate the collecting and updating of its facilities inventory data. Any change in the individual so designated should be reported to Albany. The individual so designated should receive, at once, all the communications pertaining to the inventory and should share these with the members of his staff who are assembling the data.

DATA

Every space should contain an entry, or a dash if no entry is applicable or obtainable. Leave blank only those spaces which are specifically requested to be left blank.

DATA GATHERING PROCESS

After reading this Manual each college and university should determine the data gathering process it will utilize.

Institutions which do not have all the data readily available in their existing records will, of necessity, take a facilities inventory to gather the required data. This Manual contains procedures which institutions are urged to use in taking their facilities inventories.

FORMS

Two sets of forms are to be completed.

1. BUILDING CHARACTERISTICS FORMS
2. ROOM-BY-ROOM FACILITIES INVENTORY SHEETS

Copies of these instructions and packets of both sets of the forms which are to be completed are being furnished to each institution in quantity estimated to be adequate. Additional forms may be secured from Albany by calling the Office of Higher Education Facilities Comprehensive Planning (518) 474-8243 or 8244.

Use these two forms for inventorying all buildings used by the institution. Prepare all forms in triplicate; retain one copy and forward two copies. (Retain Manuals, instructions and unused forms.)

COMPLETED FORMS (IN DUPLICATE)

Return to: Coordinator
Higher Education Facilities Comprehensive Planning Program
Office of Planning in Higher Education
New York State Education Department
Education Bldg. Annex, North Hawk St.
Albany, New York 12224

Be sure Room-by-Room Facilities Inventory Sheets in duplicate are clearly labeled on a building by building, campus by campus basis.

Building Characteristics Forms in duplicate should be clearly marked on a campus by campus basis and should accompany the Room-by-Room Sheets.

EXISTING FACILITIES ONLY

Existing facilities are defined as those in use on September 30, 1969 (implying the beginning of the academic semester). Facilities being planned or under construction on September 30, 1969, or which are to be initially occupied by the institution AFTER that date should not be included in the data reported at this time.

ADDITIONS TO A BUILDING

Contrary to the option permitted in the 1967 survey and analysis, whereby an addition to a building could, at the option of the institution, be reported as if it were a separate building, it will be necessary in the 1969 updating to require that an addition to a building be reported in each case as if it were a separate building and be given its own building number, or less preferably, a letter suffix with the number of the older building.

NOTE WELL: BUILDINGS TO BE EXCLUDED

Do not report buildings falling within these categories:

1. Those located on remote institutional properties that are used by relatively small portions of the student body for only a short period of time each year, such as field camps, farms, and ranches. (However, if most of the farm students regularly utilize a laboratory on the farm, it would of course be included.)

2. Investment properties. (If business, or other commercial non-university activities are carried on in rooms or floors of a building that are rented out to industry, that portion that is rented out (as well as any other portions not used by the institution for its educational program) is to be excluded from the inventory.) However, see NON-INSTITUTIONAL definition on page 37. Note that spaces or facilities used for the educational program of an institution that are located within a building that is an investment property of the institution, and are rented from the investment property agency, should be treated as would equivalent space rented from an outside agency.

3. Hospitals not owned by the institution, even though some limited research and/or instruction may be carried on in them.

4. Public schools, not owned by the institution, which are used for practice teaching.

5. Federally owned and/or operated contract research centers.

6. Branches, centers, or other components located outside continental or outlying parts of the United States.

However, NOTE FURTHER: Buildings or parts of buildings that are rented by an institution for its educational purposes, whether for full or nominal rentals, are to be included in the inventory along with buildings owned by the institution, and used for its educational purposes, and those spaces on loan to or shared by the institution for its educational purposes. (See item E3 on the following page).

BUILDING CHARACTERISTICS INVENTORY

DETAILED INSTRUCTIONS - To Be Used With the Building Characteristics Form

A. Type or print in the blanks provided all of the information requested in the heading. If the "Name of Institution" and its "location" are the same as "campus" and its "location" complete only the "Name of Institution" and its "location".

B. If more than one sheet must be used, number the sheets consecutively.

C. Instructions for supplying data are provided on a column by column basis, starting at paragraph E. below, et seq.

D. Use one horizontal line per building; up to 20 buildings may be placed on a sheet. Use as many sheets as necessary.

E. The numbers in the left margin below refer to the item and column numbers on the Building Characteristics Form.

(1) Building Number: All buildings to be inventoried should be numbered or lettered consecutively, but not necessarily sequentially. If numbers have not been assigned, the person responsible for the inventory should assign numbers. Place on this Building Characteristics Form, and on every Room-by-Room Inventory Sheet that pertains to it, this same number. Do the equivalent for every other Building and its Room-by-Room Inventory Sheets. Consecutively means from lowest to highest number. (Note - the first building number could be up to three digits, provided it is the lowest numbered building.) Use different number for each bldg.

(2) Name of Building: Report the institutional name for this building in not more than 24 characters, including spaces between words or abbreviations. Where the same name applies to more than one building, it is suggested that they also be numbered sequentially; for example, Faculty House #1, Faculty House #2, etc. Use the identical name on the applicable Room-by-Room Inventory Sheet that is used on the Building Characteristics Form.

(3) Ownership: Enter the number for the descriptive statement below which best describes the method by which it is made available to the institution for use, (i.e., where does the title rest?)

1. Owned by the institution or is being paid for on an amortization schedule, (i.e., the title is held by the institution or through an arrangement with a bank, HHFA, etc.)

2. Not owned, but leased or rented to the institution at a typical rate for the locality.

3. Not owned by the institution, but made available to it at either no cost or at a nominal rate. (This could also be used in the case of fraternity buildings located on college property.)

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
OFFICE OF PLANNING IN HIGHER EDUCATION
ALBANY, NEW YORK 12224

BUILDING CHARACTERISTICS

Sheet #_____ of _____ sheets
for this campus

Date ____________________/1967

Name of Institution____________________ Location (City) ________________ (State)__________

Name of Campus ____________________ Location (City) ________________ (State) __________

Person Preparing Form ____________________ Title ________________ Tel. No. __________

Note: Carefully use both the "General" and the "Detailed" instructions in completing the following:

BUILDING IDENTIFICATION			FUNCTION			HISTORY				DESIGN CHARACTERISTICS					INVESTMENT			AREA	SOURCES OF FUNDS	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
															(in thousands of dollars)					
BUILDING NUMBER	BUILDING NAME	OWNERSHIP CODE	DEGREE OF GRADUATE PROGRAM	TYPE OF SCHOOL	LOCATION	INITIALLY OCCUPIED (Mo./Yr.)	YEAR CONSTRUCTED	REHABILITATED (Yr.)	SCHEDULED TO BE DEMOLISHED (Yr.)	TYPE OF CONSTRUCTION	NO. OF FLOORS	CONDITION	FALLOUT SHELTER	AIR COOLING	BUILDING COST	EQUIPMENT COST	ESTIMATED VALUE OF BUILDING	GROSS AREA (Sq. Ft.)	CODE NO.	AMOUNT ($ thousands)
																			a)	
																			b)	
																			c)	
																			a)	
																			b)	
																			c)	
																			a)	
																			b)	
																			c)	
																			a)	
																			b)	
																			c)	
																			a)	
																			b)	
																			c)	
																			a)	
																			b)	
																			c)	
																			a)	
																			b)	
																			c)	

4. Title now vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements, dormitory authority financing, etc.)

5. Not owned by the institution, but shared with an institution of less than college level. (Such as a high school or business school of less than college level which is not chartered as an institution of higher education.)

6. Not owned, but shared with another institution of college level. (Including community colleges)

(4) Degree of Use for Graduate Program: Enter the number for the percentage below which represents your best estimate of the degree of use of this building for GRADUATE PROGRAMS. (This can be calculated on the basis of hours devoted or the number of students involved, but be consistent throughout your institution.)

1. None
2. 1-9 percent
3. 10-24 percent
4. 25-49 percent
5. 50-74 percent
6. 75-100 percent

(5) Type of School (Not a Department): If this building serves primarily one of the designated professional schools, enter its number from the list in this paragraph. If this building serves for more than half time one or more of the institution's schools other than those designated in the list, enter "6", regardless of the seeming incompatibility of such grouping. If this building serves approximately equally a professional school and another undesignated school, enter the number for the professional school.

1. Dental
2. Law
3. Medicine
4. Nursing
5. Veterinary Medicine
6. Other (Liberal Arts, Architecture, etc.)
7. Agriculture
8. Engineering

For the 1967 Report, when any one of the above named types of school had its own campus, it was separately inventoried. For the 1969 Report, however, it is requested that each of the named types of school that has its own building(s) be inventoried as if it were on a separate campus even though the building(s) may not, in fact, be separately located. The purpose of this is to be able to assemble separate profiles of various categories of professional schools. This should cause no great difficulty in preparing the inventory, since the instructions provide for the designation of a building as one of the seven named types only if it serves primarily for such purpose, or serves approximately equally a professional school and another undesignated type. If in doubt, the question should be brought to the attention of the Regional Representative who will, if necessary, obtain an official ruling from Albany.

In each case where a professional school campus is thus created, use the title "Law School Campus" or "Medical School Campus", etc., in the proper block of the heading of the Building Characteristics Form and adhere to that title for the related Room-by-Room Facilities Inventory Sheets. (On these same Room-by-Room Facilities Inventory Sheets make the appropriate entries for any spaces occupied regularly by other units of the institution.)

(6) *Locations*: Enter the number for the descriptive statement below that best describes the location of this building *with respect to the main campus of the institution. Whenever this component (branch campus, specialized campus, or center) is* ALSO *"beyond reasonable commuting distance from the main campus," change the "0" in its code to "1"*. For example, an extension center "Located beyond reasonable commuting distance from the main campus" of its "parent" institution would be coded "14".

01. Located on the main campus, or in the same general community as the main campus, but lacking other specified requirements to qualify for codes 02-04 or 12-14 below. Whenever part of a main campus is located in a different state, report that part as a branch or specialized campus. (See #02 and #03 below.)

02. Located on a branch or specialized campus, *physically separated* from the main campus, which is restricted to or which PREDOMINANTLY offers an undergraduate program of LESS THAN 4 YEARS and has a dean or other administrative head. *Whenever the branch or specialized campus is* ALSO *"beyond reasonable commuting distance from the main campus"* OR *is located in a different state from the main campus, enter code "12"*. (Enter code "03" (or "13") if the branch or specialized campus is NOT RESTRICTED to an undergraduate program of *less than 4 years*. See #03 below.)

03. Located on a branch or specialized campus, *physically separated* from the main campus, that IS NOT RESTRICTED to an undergraduate program of LESS THAN 4 YEARS and has a dean or other administrative head. *Whenever the branch or specialized campus is* ALSO *"beyond reasonable commuting distance from the main campus," enter code "13"*. (Enter code "02" (or "12") if the branch or specialized campus PREDOMINANTLY offers an undergraduate program of *less than 4 years*. See #02 above.)

04. Located at a separate center offering ONLY an extension or continuation study program. This classification is for a variety of arrangements provided for off-campus courses, relatively remote from the "parent" institution, in which classes, institutes, or lecture series of an institution are established with some permanency, but with limitations on the amount and type of credits applicable to a degree. Ordinarily such a center will be *"located beyond reasonable commuting distance from the main campus" and will be coded "14"*.

(7) Initially Occupied (not age of building):

MONTH: This entry is required only for buildings that were first occupied by the institution for its activities or purposes AFTER June 30, 1957. January will be entered as "01", February as "02", etc.

YEAR: Report the year this building was first occupied by the institution for its activities or purposes, whether by construction, purchase, gift, lease, or a sharing agreement. Report only the terminal three digits: for example, "1959" will be entered as "959".

(If the information is readily available for buildings occupied before 1957, include it in the space provided as it may be of later use to the institution.)

(8) Year Constructed (Including prior or subsequent to 1957): Report the year the building was completed; report only the terminal three digits. (This date may be many years before the college acquired the property. If exact year is indeterminate make a rough estimate).

(9) Year of Rehabilitation: If this building has undergone a major rehabilitation or major rehabilitations since its acquisition, report the year in which the most recent rehabilitation was completed. Report only the terminal two digits; for example, "1963" will be entered "63". Rehabilitation refers to the restoration of a building to approximately its original optimum condition without major alterations, modernization, or expansion; normally it is the making of extensive necessary repairs and taking care of deferred maintenance, with no capital outlay being involved. Use a dash if this item is not applicable.

(10) Scheduled to be Demolished: If it has been firmly established that a building will be torn down some time prior to the end of 1975-76, estimate here the year demolition is likely to begin. Report only the terminal two digits; for example, "1969" will be reported as "69". Use a dash if this item is not applicable.

(11) Type of Construction: Enter the number for the descriptive statement below which best describes the type of construction (structural system) for this building. (If indeterminate or various, estimate as closely as possible, indicating the least durable construction)

1. Wood-frame construction.

2. Wood-frame with masonry veneer construction.

3. Load-bearing masonry walls and wood construction.

4. Load-bearing masonry walls and steel construction.

5. Steel skeleton with masonry walls construction.

6. Lift-slab reinforced concrete construction.

7. Reinforced concrete construction.

8. Quonsets and temporary steel buildings.

9. Miscellaneous (other) construction.

(12) Floors: Report the number of floors (stories) in this building. Enter "01" for one floor, "02" for two floors, etc. (Include basements, attics, and others if usable, i.e. 6ft. 6in. in height with usable flooring. A mezzanine, if separately occupiable, is to be listed as a separate floor.)

(13) Condition: "Condition" refers to the condition of the building only on the inventory date, not to the condition of its movable equipment and furniture. Enter the rating number from the descriptive statements below which best describes the condition of the building.

1. Satisfactory condition.

2. Needs rehabilitation (restoration to approximately its original optimum condition without major alterations, modernization, or expansion; the making of extensive necessary repairs and taking care of deferred maintenance.) Use this number when the making of extensive necessary repairs and taking care of deferred maintenance and, perhaps, the making of minor alterations is contemplated.

3. Should be razed or abandoned, but the need for its space and the lack of funds to build a replacement force continuation of its use.

4. Needs major remodeling, updating, or modernization without change in function; i.e. updating lighting, installing new ceilings, floor tile, carpeting, (with little or no change in partitions, etc.) Note: The meaning of "major" is a substantial portion (50% or more) of the building in terms of space -- not necessarily dollars.

5. Needs major alteration (major changes in function of building; i.e. gutting, extensive rearrangement of spaces, walls, etc.) Note: The meaning of "major" is a substantial portion (50% or more) of the building in terms of space and not necessarily dollars.

(14) Fallout Shelter: Enter the number for the descriptive statement below which best describes the status of this building in the National Shelter Survey as a shelter for protection from fallout of radioactive materials.

1. Building was NOT included in the National Shelter Survey.

2. Building WAS included in the National Shelter Survey, but was NOT licensed as a fallout shelter.

3. Building was LICENSED as a fallout shelter by the National Shelter Survey, but has NOT been stocked with supplies.

4. Building was LICENSED as a fallout shelter in the National Shelter Survey, and IS stocked with supplies.

(15) Percent Air-Cooled: Air-cooled is intended to include mechanical refrigeration, evaporative cooling, or other systems of air-cooling, other than mere movement of air by fans. It is not the intention here to restrict reporting to those systems commonly referred to as "air-conditioning" (dehumidification, cooling, and movement of air). Enter the number for the percentage below which represents the portion of the area that is air-cooled.

1. None
2. 1-9 percent
3. 10-24 percent
4. 25-49 percent
5. 50-74 percent
6. 75-100 percent

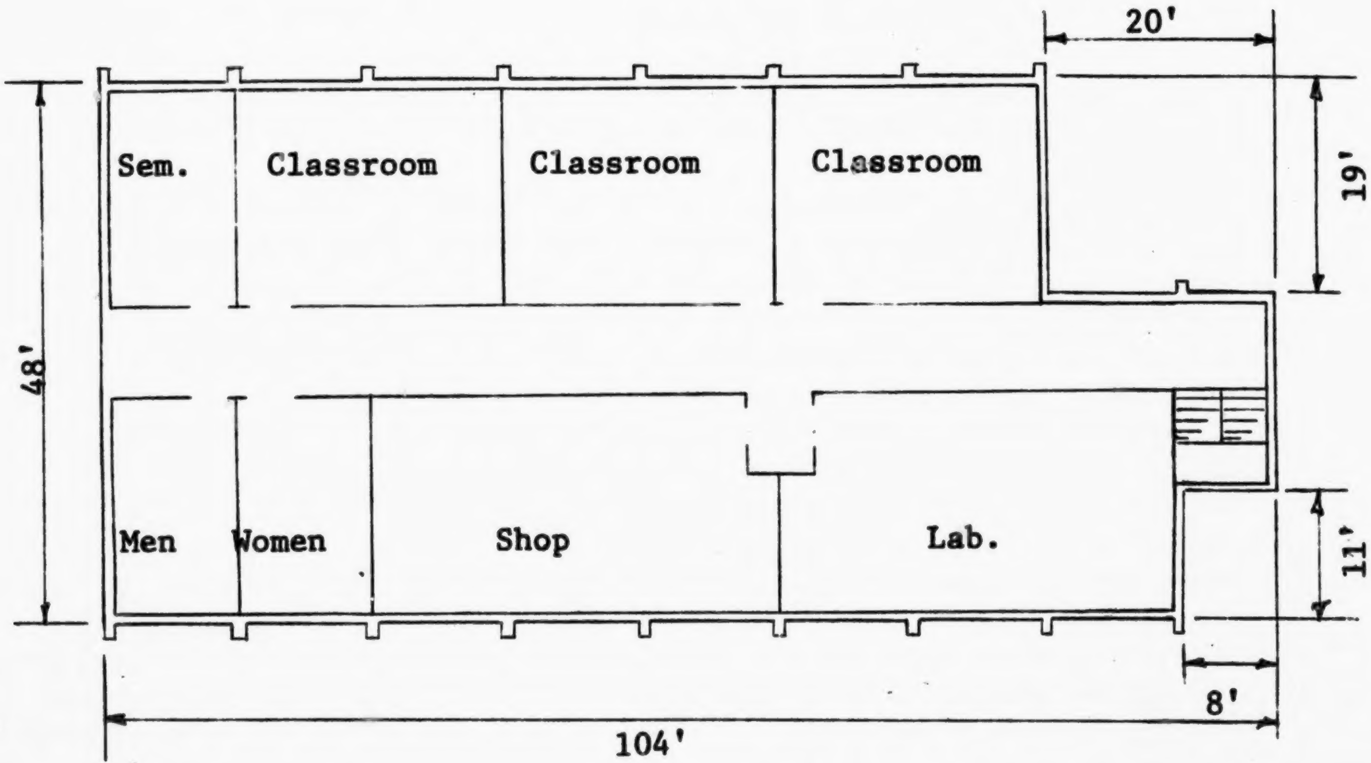
(16) Building Cost: Report to the nearest thousand dollars the plant fund investment for this building (and any additions that may have been made) as it is carried in your records. If the building is rented by the institution, place an asterisk in this space and give a footnote statement of the square footage rented in it and the yearly cost therefor. If, on the institution's records, the plant fund investment for construction is included in one lump sum, list the lump sum to the nearest thousand dollars ONE TIME and write "lump sum" above the entry. Institutions reporting building investment on a lump-sum basis should enter "L.S." on all forms except the one on which the actual lump-sum figure is reported. Where the building investment for one structure includes that of other buildings, place an asterisk (*) above the entry and add an explanatory note such as "includes (name of building)." The related schedule(s) should have an entry of "L.S." with an asterisk above. The explanatory note should read, "included in (name of building)."

(17) Equipment Cost: (The meaning here is "fixed equipment," not movable). If, on the institution's records, the plant fund investment in equipment for this building is included in one lump sum, or is carried by departments, list the lump sum to the nearest thousand dollars ONE TIME and write "lump sum" above the entry; or list the departmental sums on a separate sheet. Institutions reporting equipment on a lump-sum basis should enter "L.S." on all forms except the one on which the actual lump-sum figure is reported. If the cost of equipment has been capitalized in the cost of the building, do not report separately in this box but enter "IN BLDG". When the equipment investment for a building includes that of other buildings, place an asterisk (*) above the entry and add an explanatory note such as "includes (name of building)." The related schedules should have an entry of "L.S." with an asterisk above. The explanatory note should read, "included in (name of building)." (Library books, motor vehicles, fire trucks, movable office equipment and items considered to be supplies should not be included in the equipment total figure.) Heavy and expensive equipment, even though not fastened to floors or walls, can be considered "fixed" equipment for this column 17. Relatively inexpensive and easily transportable equipment is "movable" for this column.

(18) Estimated Value of Building: The value of this building on the inventory date (including the value of connecting utilities and foundations) and its fixed equipment should be reported (to the nearest thousand dollars) as the full insurable (or replacement) value. If the building is not insured, an estimate should be made and the method used in arriving at this estimate should be reported on the reverse side of the form or on a separate sheet attached to it. Insert a dash if the building is rented space.

(19) Gross Area: Report the gross area of this building in square feet. The gross area of a building is here defined as the sum of the areas at each floor level included within the principal outside faces of exterior walls, neglecting architectural setbacks or projections. Include all stories, basements, attics, mezzanines, or spaces which have usable floor surfaces with clear standing headroom (6'-6" minimum) that are being used or can be adapted to use for some aspect of the institution's programs.

Illustration: Computing Gross Area



Gross Area = length x width ± insets or offsets (outside dimensions).

Gross Area = 48 x 104 - (20x19+8x11) = 4,524 sq. ft.

(20) Sources of Funds (Financing) Information Related To All Buildings Initially Occupied After June 30, 1958: Insert a dash for those buildings initially occupied before this date unless data are readily available, in which case the information may be included for historical purposes.

SOURCE: Report appropriate code(s) from the list below for the source of funds used for financing the construction or acquisition of this building. Provision is made for as many as three sources and related amounts.

CODES FOR SOURCE OF FUNDS BY CATEGORY (COL.20)

GOVERNMENTAL APPROPRIATIONS	DIRECT TAX LEVY	REVENUE BONDS	OTHER (Cont.)
01. State government	08. State government	15. College Housing Loan Program (HHFA)	21. Investment of or borrowed from other college funds
02. Local government	09. Local government		
FEDERAL GOVERNMENT GRANTS	**GENERAL OBLIGATION BONDS**	16. Other than from HHFA	22. Borrowed from private or commercial sources outside the institution
03. Title I HEFA, P.L. 88-204	10. State government	**OTHER**	
04. Title II HEFA, P.L. 88-204	11. State authority	17. Pledged student building fees	23. Source unknown
05. Public Health Service	12. Local government	18. Gifts and grants	
06. National Science Foundation	13. Institutional	19. Current funds	24. Other (specify on reverse side of form)
07. Other (specify on reverse side of form—NASA, AEC, DOD, etc.)	14. Title III HEFA loans under P.L. 88-204	20. Investment of or borrowed from endowment funds	

(21) Amount: Report the total amount received from each of the coded sources in column (20) The total for column (21) should coincide with the entry for items (16) and (17). If insufficient space exists on the form for these entries, place the additional data on an attached sheet of paper referring it to the proper Building Number (listed in column 1).

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
OFFICE OF PLANNING IN HIGHER EDUCATION
ALBANY, NEW YORK 12224

ROOM BY ROOM FACILITIES INVENTORY SHEET

(Do not write in the above box)

(1) Institution ______________________ Campus ______________________

Address ______________________

(2) Building Name ______________________ (3) Building No. ______________________

Line (4)	Room Number (5)	Organizational Unit			NYS Subject Field Code (9)	Type of Room		Stations (12)	Net Assignable Area (Sq. Ft.) (13)	Research Percent (14)
		Institutional Name of Unit (6)	Inst. Code (7)	NYS Unit Code (8)		Institutional Name of Room (10)	NYS Code (11)			
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

(15) Date of Record ______________ (16) Recorded by ______________ (17) Sheet _____ of _____ Sheets for This Building

(18) See Reverse Side

NOTE: JUSTIFY EACH ENTRY TO THE LEFT.

ROOM-BY-ROOM FACILITIES INVENTORY FOR NEW CAMPUSES AND ADDITIONS TO OLD

DETAILED INSTRUCTIONS - To Be Used With The Room-by-Room Facilities Inventory Sheet

A. Only assignable rooms or spaces need to be inventoried. These include all rooms and spaces listed in the appendix in the "Type of Room" section with the exception of the 010, 020, 030, 040 types. See page 47. However at the time of the 1967 inventory, a number of the New York colleges and universities included mechanical space, corridors, stairways, public toilets, etc. and have since found this to be a valuable inclusion in their inventories. Those institutions which did not inventory such space in 1967 may wish to include it with their updating in 1969, in which case it will be incorporated in the new computer printouts.

B. All requested data are to be reported on the "Room-by-Room Facilities Inventory Sheets" supplied with this Manual. A sample of this sheet is shown on page 23. Instructions for completing each column on the sheet are detailed on the following pages.

C. Institutions which have the requested data on existing, accessible records may transpose the information onto the "Room-by-Room Facilities Inventory Sheets" without physically taking a room-by-room survey. Caution should be exercised to ascertain that all data so transposed meet the criteria established throughout the "General Instructions" and the "Detailed Instructions."

D. Institutions which do not have the requested data in a readily accessible form will necessarily have to undertake a room-by-room inventory of all assignable areas.

E. Provide the office of Higher Education Facilities Comprehensive Planning with the prescribed "Room-by-Room Facilities Inventory Sheets" in duplicate, for every building listed on the "Building Characteristics Forms."

F. Room-by-Room Facilities Inventory Sheet: Be sure that every entry is legible and is confined within the space provided for the entry. When in doubt about any entry, make any necessary notes or sketches in the area provided under Item (18) on the back of the sheet so that decisions concerning the entry may be made at a later time in consultation with the person on the campus who is responsible for the institution's inventory.

There are 20 lines, lettered "1" to "20" in the column numbered (4). Each line is for listing the data of one assignable room. If a building has more than 20 such rooms, two or more sheets will be needed; see Item (17). If there are 11 to 20 rooms on a floor there is no objection to the use of a sheet per floor for multifloored buildings. Do not use one sheet for two or more buildings even if each building has only three or four assignable rooms. The data for the assignable rooms for a given building should appear only on the sheet or sheets that have that building's name and number as Item (2) and (3).

It is suggested that the room by room analysis be taken in working form on a set of these sheets and that, when the inventory for the entire institution has been completed and verified, three legible copies of the entire set of sheets be secured by photocopying, or other mechanical process. Legible typed copies are also acceptable. Be sure to check the copy for accuracy.

G. Instructions for the Numbered Items on the Room-by-Room Facilities Inventory Sheet:

(1) Institution, Campus, Address: Write the full name and address of the institution and campus (i.e. Long Island University-Merriweather Campus, Glenvale, L.I.)

(2) Building Name: Write in the full name of the building as carried in official institution records. The name must be the same as written on the Building Characteristics Form. Nineteen characters can be printed out by computer in this space.

(3) Building Number: Enter the official inventory number of the building named in Item (2). The numbers must be the same as those provided in the Building Characteristics Form. (Maximum of four spaces)

(4) Line: One line should be used for the data for each assignable room. No sheet should contain the data for more than 20 rooms.

(5) Room Number: Enter the room number as posted at the entry to the room. If the room is not numbered, supply a non-repetitive number of one to five digits on both the sheet and the floor plan being used to control the inventory process. There must not be any duplicate room numbers. If a name is commonly used for the room rather than a number, assign a number to the room, enter it in column (5), and also enter the number and name of the room in Item (18). Every room must be identified in column (5) by a number, with or without a letter, even though the institution uses only names or letters for its own designations.

(6) Institutional Name of Unit: Enter the institution's own name of the organizational unit (academic department, administrative unit) which occupies the room (i.e. Business Office, Dean of Students, Student Housing, French Department, Agricultural Research, etc.). When in doubt as to the actual occupant, verify with the appropriate administrative person. Twenty-one characters can be printed out by computer in this space. Use abbreviations as necessary to remain within this limit. The department or administrative unit name used in this column should be consistent throughout the entire inventory.

(7) Institutional Code for Organizational Unit: If the institution has its own code number for the organizational unit, enter that number in this space, up to four digits in length. If no entry is made the HEFCPP office will assign code numbers arbitrarily and this numbering system will later be used to develop a matrix which will total all spaces assigned to each unit or department.

(In order that the New York State Education Department may make proper identification and cross-references it is requested that each institution prepare a list of all of its departments by name or title along with their accompanying institutional code numbers as a preliminary step and as a guide to filling in items (6) and (7). A copy of this should be forwarded to the New York State Education Department along with the bundles of "Room-by-Room Facilities Inventory Sheets.")

(8) N.Y.S. Unit Code: Enter that one code group from the Standard Classification of Organizational Units in the appendix (page 35-38) which is most appropriate. This code designation is to be verified by the person responsible for the room-by-room facilities inventory or the appropriate administrative official prior to submitting the sheets to Albany. If the occupant(s) of an office function under two or more of these organizational units, enter in column (8) that one code designation that represents the major or more important use at the time of the inventory.

(9) N.Y.S. Subject Field Code: (No entry other than a dash "-" is to be entered for Library, General Administration, Auxiliary Service, Non-institutional Agencies and Unassigned areas.) For the other Organizational Units, enter the appropriate subject field code number from the Standard Classification of Subject Fields in the Appendix (page 39-45). When in doubt, verify with the person responsible for the room-by-room facilities inventory. Make notes in Item (18) when deemed advisable for future reference.

(10) Institutional Name of Room: Enter the type of room name used by the institution for each room (i.e. faculty office, analytical laboratory, dining room, etc.). Be consistent throughout the inventory, i.e. Men's room, Ladies' room, private toilet, powder room, women, lavatory, etc. might all just as well be called toilets. (Only 11 characters can be printed out by computer in this column so abbreviations may have to be used.)

(11) N.Y.S. Type of Room Code: Enter the appropriate type of room code from the Standard Type of Room Classification in the Appendix (page 47-89). When in doubt, review the definitions of types of rooms in order to make decisions, or make notes which will allow a decision to be made with the person responsible for the room-by-room facilities inventory.

(12) Stations: Enter the number of stations (seats, work stations, carrels, beds, etc.) for only the following categories: classrooms (code 110), class laboratories (code 210), study facilities (code 410 and 430), assembly facilities (code 610), and residential facilities (code 910, 920, and 930). In most institutions a registrar, a dean, or some other official who is charged with the assignment of classes has a list of all the rooms with their official capacities. These are the figures to use for classrooms, class laboratories, and assembly facilities regardless of whether more chairs could be put in or not. In much the same manner, somebody in the librarian's office usually has a list of the official capacities (the number of stations) of the various study facilities of the institution. For residential facilities for unmarried individuals the figure used is usually the number of beds in each such facility. For residential facilities for married couples the number of stations is usually determined by the number who could legitimately be housed in each such facility.

(13) Net Assignable Area (Sq. Ft.): For each room enter the net assignable square feet to the nearest whole number computed (785 not 784.7), using dimensions to the nearest ~~six~~ inches.

If the net assignable area is available for any or all rooms it may, of course, be transferred for such rooms to the Room-by-Room Facilities Inventory Sheet. If the net assignable square feet of each or any room is not available, it may be taken either from floor plans and blue prints, if they are accurately dimensioned, or by an actual measuring of the rooms in question. Techniques for taking room measurements are given on next page.

(14) Research Percent: Give to the nearest whole number your best estimate of the percent to which each room is used for research. If none, insert "0". Institutional or student research is not to be included in this percentage unless supported by outside grant funds. Undergraduate "research," in general, should not be included.

Examples of the types of rooms often allocated to research are non-class laboratories, offices assigned to research personnel, and related service facilities. Many rooms are only partly allocated to research as so defined. Each institution's own method of allocating space to research will be accepted, i.e. based on percentage of use on a time basis or salary basis.
PLEASE NOTE: This is not the same information requested under RES on page 36. Under that heading the information requested deals with a type *of Organizational Unit, irrespective of the source of funds.* For this Item 14 the source of funds is important ---- only those researches that are supported by outside grant funds are to be included ---- and the organizational form is immaterial.

(15) Date of Record: Enter here the date when the entries were completed on each sheet.

(16) Recorded by: Enter here the name of the person recording the data.

(17) Numbering Sheets: If more than one inventory sheet was used to record the data for assignable rooms for a given building, number those sheets consecutively and place the sheet number in the first blank space and the total number of such sheets for that building in the second space.

(18) Notes and Dimensioned Sketches: (On reverse of specimen Room-by-Room Facilities Inventory Sheet) This space is to be used to make any notes, sketches, or dimensions needed to complete an Item. Cross reference each note, sketch and dimension with the corresponding room number.

ROOM MEASURING TECHNIQUES

To secure dimensions from drawings or by actual room measurements, it is suggested that the following procedure be carried out after assigning a person(s) with the knowledge and skills to read and follow the instructions in the Manual, to read drawings, to take wall to wall measurements and to compute totals. (This work can generally be performed by buildings and grounds supervisors and their assistants.):

a. First determine how much of the room measuring can be completed by using existing floor plans and blue prints. Only those drawings or sections of drawings should be used which are known to reflect existing conditions accurately.

b. Then prepare a scaled, single line, simply prepared, floor plan for all floors for all buildings for which a reliable floor plan or blue print does not already exist. (See illustration, page 30.)

c. From the Building Characteristics Forms, prepared as the first part of the inventory program, take the number and name of every building - Items (1) and (2) - and place them on the corresponding building and floor plans.

d. Assemble the following items:

    (1) 1 set of floor plans for every building to be inventoried
    (2) Room-by-Room Facilities Inventory Sheets
    (3) Instructions
    (4) Pointed pencils
    (5) 50-100' steel measuring tape

e. Enter the name and address of the institution and its campus as Item (1) on all Room-by-Room Inventory Sheets that are to be used for the inventory.

f. Assemble a stack of Room-by-Room Facilities Inventory Sheets for each building to be inventoried and enter the name of the building and its number as Item (2) and (3) respectively of each sheet to be used for that building.

g. The sheets in each stack should then be marked with room numbers of all of the assignable rooms therein, being careful to keep the sheets in numerical order, floor by floor, building by building.

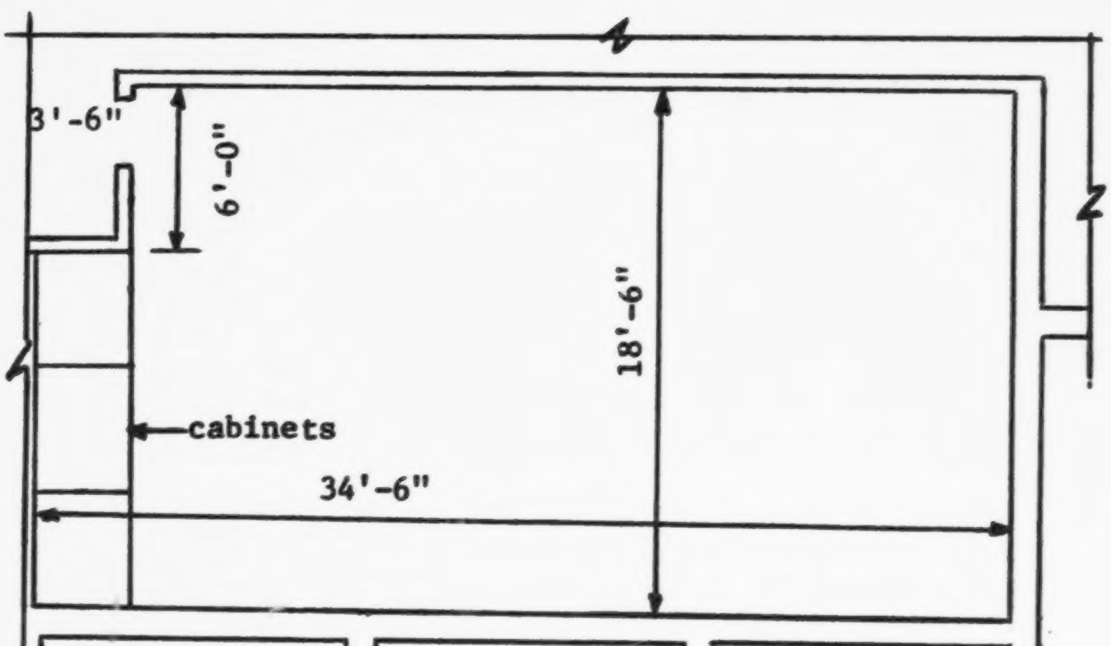
h. Use reliably scaled and dimensioned floor plans and blue prints to the extent they are available. The information requested for each assignable room should be entered in the appropriate place on each sheet to the extent that such information is available from the plans or from the accurate knowledge of the recording team.

i. A survey on the site should then be made of all assignable rooms in each building for which measurement data could not be secured from the floor plans. Two persons with the items listed in letter d. above should go floor by floor, from the top to the bottom of each building to be inventoried, to secure data on all rooms for which the data were unobtainable from existing floor plans.

j. These two persons should identify each building and analyze it sequentially room by room. The findings should be concurrently entered on both the floor plans and the Room-by-Room Facilities Inventory Sheet. Rooms should be measured and recorded in numerical sequence. One person can hold the free end of the tape against one baseboard, while the second person can read the measurements off the tape while holding the coiled end of the tape against the opposite baseboard. The person with the clipboard records the length and the width both on the floor plans and in the "Notes" space, Item (18), on the Room-by-Room Facilities Inventory Sheet as soon as they are read out by his teammate.

k. When the inventory is finished the institution will have a complete set of floor plans, dimensioned and numbered, with the same data as appear on the inventory sheets.

l. Example of measuring individual rooms:



Net Assignable Area = length x width ± insets or offsets (inside dimensions)

Net Assignable Area = (34'-6" x 18'-6") - (6'-0" x 3'-6")=617 sq.ft.

m. Alcoves, major offsets, irregularly shaped rooms, etc., often complicate the measuring process. In such cases it may prove helpful to draw a free hand sketch with necessary measurements on the sheet, Item (18), so that the area can be verified or calculated at a later time.

SPECIAL SITUATIONS

Partially enclosed areas. Exclude all porches, breezeways, platforms and other construction not roofed over.

Attics and basement space. Areas less than 6' - 6" in clear height are not counted within NET-ASSIGNABLE area. For example, in a building with a sloping roof and attic, the area to be included for purposes of this inventory should be the area circumscribed by a line drawn so that all area within the line will be at least 6' - 6" or more in height. That area with less than 6' - 6" height may either be excluded or it may be coded as construction area, 040 in col. (11) of the Room-by-Room Facilities Inventory Sheet. In certain instances, wherein the local fire code is restrictive in the use of a top floor of a building, this may also be coded construction area, 040. However, if the space, either attic or basement, is actually and legally in use, as for example "dead storage", then it is in fact part of NET-ASSIGNABLE area and should be coded accordingly. In either case, the gross area (outside measurements) entered in col. (19) of the Building Characteristics Form must take into account such areas. (See pages 75 to 89.)

APPENDIX

A. ORGANIZATIONAL UNITS, - CODES, TERMS, DEFINITIONS

B. SUBJECT FIELDS

  Summary of Codes and Terms

  Term Definitions

C. TYPE OF ROOM

  Summary of Codes and Terms

  Term Definitions

ORGANIZATIONAL UNITS - CODES, TERMS, DEFINITIONS

(The following codes are to be entered in column
(8) of the Room-by-Room Facilities Inventory Sheet)

(Code) (Term)

I&R DEPARTMENTS OF INSTRUCTION AND RESEARCH

This code is to be used for all organizational units that are primarily for the carrying on of the instructional and research activities of the institution as distinct from any of the other organizational units that follow. Includes separately budgeted research which is organizationally part of an instruction-and-research department, irrespective of the sources of funds or other budgetary distinctions. (See also category RES.) The difficulty in this category centers around the inclusion or exclusion of various research projects. The source of the funds is not important for this nor for the RES category. What is important here is whether the research is organizationally part of a department of Instruction and Research. Therefore, a project to test readiness of preschool children for nursery school activities that was organized by the department of education, for example, and is under that department's organization and control, would be coded I&R whether the funds come from the Federal Government, a foundation, or the university's own budget. (See also category RES, below.)

ACT ORGANIZED ACTIVITY UNITS (RELATED TO INSTRUCTION AND RESEARCH)

Demonstration and practice schools for education departments; demonstration and practice homes for home economics departments; teaching hospitals for medical schools; dental clinics; laboratory schools; farms; dairies; creameries; speech and hearing clinics; and other organizationally separate and physically identifiable units which are functionally related to departments of instruction and research, and/or to organized research units, along with the administrative offices, service and support areas which are inherently associated with these activities. The key words here are " ...organizationally separate and physically identifiable units which are functionally related to departments of instruction and research and/or research units." A demonstration school with its own classrooms, laboratories, etc., organized and operated by a department of education would be included; but if it is controlled, organized and operated by a public school system or a private school group, then it should not be included. A practice apartment run by a school or department of education or home economics education would be included, but would not be included if it were part of and controlled and operated by a church group, for example, and the university students were merely allowed to make use of it.

RES **ORGANIZED RESEARCH UNITS**

Research institutes, laboratories, museums, etc. which are organizationally separate and physically identifiable, irrespective of the sources of funds. This category does not include research projects which are organizationally part of, and physically indistinguishable from, the other research activities in a department of instruction and research. The distinction in this category is that the research unit is organizationally separate and physically identifiable from a department. A research Institute for Instructional Studies that is separately housed, organized and operated and is not part of any department, whether of history, sociology, economics, government, etc. would be included under RES. So would a separately housed, organized and operated Laboratory for Cosmic Ray Research that was not part of a department of physics or of meteorology, for example. A Research Museum for Cultural Artifacts would be included if it were for research, and separately housed, organized and operated apart from a department of Anthropology or of Classics, etc. Research museums (as distinct from departmental or general museums, i.e., nonresearch museums) are relatively rare.
PLEASE NOTE: This is not the same information that is requested under item 14, Research, on page 28. Under that heading the information requested deals with the percentage of use of a room for research purposes---only those researches supported by outside grant funds are to be included---and the organizational form is immaterial. For this item RES the organizational form is the major consideration and the source of funds is immaterial.

PUB **PUBLIC SERVICE UNITS**

Extension, i.e., adult or continuing education, including agricultural extension, engineering extension, etc., also any other organizationally separate public-service unit with the primary objective of making available to the general public the benefits of the instructional and/or research activities of an institution of higher education, including activities of a cultural nature, e.g., dramatic and/or musical performances.

A distinction to be kept in mind for this category is that the PUB classification is not to include degree granting or 2 year certificate granting activities which ordinarily are part of I&R.

NOTE: Each organizational unit in the above four categories is to be classified and independently coded in accordance with the classification of Subject Fields in col. (9) of the Room-by-Room Inventory Sheets. The following categories of organizational units are not to be classified in terms of subject fields.

LIB LIBRARY

Main Library and branches thereof, or equivalent, including subject-field libraries administered by the main library or otherwise professionally staffed, including law libraries and medical libraries, but not informal "departmental libraries" which are organizationally part of any units in Categories I&R, ACT, RES, or PUB.

GEN GENERAL ADMINISTRATION AND INSTITUTIONAL SERVICES

Any institutional unit the primary objective of which is the orderly planning and operation of the instructional, research, and/or public-service activities of the institution in terms of academic affairs, fiscal affairs, personnel, student affairs (nonrecreational), public relations, development, etc. (Note: This category is intended to include the institutional units ordinarily represented by the budget categories of General Administration, General Services, and Physical Plant.)

AUX AUXILIARY SERVICES

Institutional units which are characteristically represented by the types of physical facilities classified as General-Use Facilities (room-type codes in the 600-series) and/or Residential Facilities (room-type codes in the 900-series), except to the extent that those units support specific instructional, research, and/or public-service units. Include intercollegiate athletics if organizationally separate and physically distinguishable from physical education, irrespective of budgetary classification in the institution's own records. Include so-called "student activities", student newspapers, "student unions," etc., and similar recreational and social student affairs.

NON NON-INSTITUTIONAL AGENCIES

Public or private educational or quasi-educational agencies which are on the campus or which occupy part or all of a building of a college or university, but which are not under the direct supervision or control of the institutional administration, irrespective of the degree of association with, or relationship to, any institutional units. A set of rooms for preschool children, operated and controlled by an outside agency, which the university assigns to the outside agency should be included here even though the department of psychology, for example, uses the preschool children for observation or experimentation. A set of rooms assigned by the University to the XYZ Foundation, for the operation of a dental clinic which the Foundation operates and controls should be included here even though the university's Dental School students may practice on the XYZ Foundation Dental Clinic patients. A secondary or elementary school operated and controlled by a religious order which exists on the campus of a college or university of the same religious order should be included here even though the practice teachers of the school or department of education of the college or university may get all or part of their observation and practice teaching in that elementary or secondary school. (Rooms on campus which are leased by the university to outside agencies for their use in operating student oriented tailor shops, hairdresser shops, coin-operated washing machines, shoe shining machines, food vending machines, etc. are primarily NON-INSTITUTIONAL. Likewise, a U.S. Post Office operated on campus by U.S. Government personnel is NON-INSTITUTIONAL.)

INACT **INACTIVE**

Rooms or other assignable floor areas which are available for assignment, but which are unassigned at the time of the facilities inventory.

ALT **ALTERATION OR CONVERSION**

Rooms or other assignable floor areas which are temporarily out of use because they are under alteration or conversion (or rehabilitation) at the time of the facilities inventory.

UNFIN **UNFINISHED**

Rooms or other assignable floor areas in new buildings, or in new additions to existing buildings, which are unfinished (uncompleted) at the time of the facilities inventory.

—— **NON-ASSIGNABLE AREA**

Enter a dash in column (8) for custodial area (janitor closets, etc.) circulation area (corridors, stairways, foyer, etc.), mechanical area (boiler room, electrical equipment room and non-private toilets), construction areas (exterior walls, fixed partitions, unusable spaces in cellars and attics, etc.) See page 75.

SUBJECT FIELDS - SUMMARY OF CODES AND TERMS

For use in column (9). (See succeeding
pages for details on coding.)

100	GENERAL OR UNCLASSIFIED FIELDS
110G	GENERAL
120U	UNCLASSIFIED
199C	CLASSROOM
200	LIFE SCIENCES
210B	BIOLOGICAL SCIENCES
220A	AGRICULTURAL SCIENCES
230H	HEALTH SCIENCES
231M	MEDICINE
232V	VETERINARY MEDICINE
233D	DENTISTRY
234N	NURSING
235PH	PHARMACY
236PU	PUBLIC HEALTH
239HS	OTHER HEALTH SCIENCES
299G	GENERAL LIFE SCIENCES
300	M.C.P.E. SCIENCES
310M	MATHEMATICAL SCIENCES
320C	COMPUTER SCIENCES
330P	PHYSICAL SCIENCES
340E	ENGINEERING SCIENCES
399G	GENERAL M.C.P.E. SCIENCES
400	BEHAVIORAL SCIENCES
410P	PSYCHOLOGY
420S	SOCIAL SCIENCES
499G	GENERAL BEHAVIORAL SCIENCES
500	HUMANITIES
510F	FINE ARTS
520L	LETTERS
599G	GENERAL HUMANITIES
600	PROFESSIONS
610A	ADMINISTRATIVE PROFESSIONS
620ED	EDUCATION
630EN	ARCHITECTURE AND ENVIRONMENTAL DESIGN
640H	HOME ECONOMICS
650L	LAW
660S	SOCIAL WORK
670T	THEOLOGY
690P	OTHER PROFESSIONS
699G	GENERAL PROFESSIONS
700	TECHNICAL-VOCATIONAL FIELDS (Primarily for two year colleges only.)
705AG	AGRICULTURAL TECHNOLOGIES
710AP	APPAREL DESIGN OR FABRICATION
715B	BUSINESS TECHNOLOGIES
720C	CONSTRUCTION TECHNOLOGIES
725E	ENGINEERING & INDUSTRIAL TECH.
730G	GRAPHIC ARTS TECHNOLOGIES
735H	HEALTH TECHNOLOGIES
750P	PUBLIC SERVICE TECHNOLOGIES
760T	TRANSPORTATION TECHNOLOGIES
790TV	OTHER TECHNICAL-VOCATIONAL
799G	GENERAL TECHNICAL-VOCATIONAL FIELDS

SUBJECT FIELDS (continued)

800 PHYSICAL EDUCATION & MILITARY SCIENCES

810P PHYSICAL EDUCATION

820M MILITARY SCIENCES

Note: Do not use the even hundred code groups of the SUBJECT FIELD codes above (those terms which are underlined), but rather the appropriate subcode listed thereunder.

(See succeeding pages for definitions.)

SUBJECT FIELDS - CODES, TERMS and DEFINITIONS

(Enter in column (9) of the Room-by-Room Facilities Inventory Sheet only when column (8) is either "I&R", "ACT", "RES", or "PUB". For all other Organizational Units use a dash.)

The three-digit and letter code of subject-field categories is used in each of the first four organizational unit categories (I&R, ACT, RES, and PUB); the other organizational units are not to be classified by subject fields.

For departments and other organizational units with subject fields too broad for specific identification in this system, the most appropriate code, with 9 as the last digit, is used.

The subject-field code -199C- is reserved for rooms classified as general use classroom facilities (room-type codes 110 and 115), the subject-field assignment of which is not appropriate either as 110G or 120U as defined below. The subject-field coding of all such rooms should be 199C, preceded by the appropriate organizational-unit codes unless specifically controlled by departments. (Note: The subject field of all other classrooms that are assigned generally--not specifically--for departments of instruction and research should be coded 110G or 120U.)

100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

110G GENERAL: Identifiable but broader than any category below --e.g., General Arts and Sciences (not more specifically defined). Another example might be Foundation Cultural Courses.

120U UNCLASSIFIED: Not identifiable--e.g., broad curricula with no declared major.

199C A designation for CLASSROOM FACILITIES that are generally assigned. Obviously, this is not a specific subject-field code. It is reserved to be used always and in lieu of any specific subject-field code as an insertion in the subject-field code box for all general classroom facilities (room-type codes 110 and 115) that are not specifically controlled by departments. The subject-field of all other general-assignment rooms for departments of instruction and research should be coded 110G if no more specific coding is appropriate.

200 LIFE SCIENCES

210B BIOLOGICAL SCIENCES: Animal sciences, plant sciences, biochemistry, biophysics, microbiology, etc., if not in an agricultural college or school, nor in a medical center, college or school. (See also 220A and 230H.)

220A AGRICULTURAL SCIENCES: As above but in an agricultural college or school, including forestry but excluding agricultural economics, agricultural education, agricultural engineering, home economics and veterinary medicine. (See also 232V, 340E, 420S, 620ED, 640H and 705AG.)

230H HEALTH SCIENCES: (Professional level; see also 735H on TECHNICAL-VOCATIONAL level--used by 2 year institutions.) (See also 600 codes--Professions.) (CAUTION: do not use this 230H code number, but one of the subcodes below.) Unlike the other major codes of the 200 series, the 230H code has various subcodes that are to be used. Any institution that inventories a Health Science named below should use the subcode 231M 232V, 233D, etc. with its appropriate title. If the institution provides preparation on a professional level for a health science other than those named below, the code 239HS should be used along with the name of the Health Science.

- 231M MEDICINE: All basic medical sciences and clinical specialties.
- 232V VETERINARY MEDICINE
- 233D DENTISTRY
- 234N NURSING
- 235PH PHARMACY
- 236PU PUBLIC HEALTH
- 239HS OTHER HEALTH SCIENCES: Osteopathy, podiatry, etc.

299G GENERAL LIFE SCIENCES

300 M.C.P.E. SCIENCES (Mathematical, Computer, Physical, and Engineering)

310M MATHEMATICAL SCIENCES: Excludes computing science if organizationally separate.

320C COMPUTER SCIENCES: Includes information and computing sciences.

330P PHYSICAL SCIENCES: Astronomy, including astrophysics, cosmology, radio astronomy, etc; chemistry; environmental sciences, including atmospheric physics, earth sciences, meteorology, oceanography, paleontology, vulcanology, etc.; physics; etc.

340E ENGINEERING SCIENCES: Aeronautical, astronautical, agricultural, architectural, ceramic, chemical, civil, construction, electrical, electronic, general, geological, geophysical, industrial, materials, mechanical, metallurgical, physical metallurgy, mineral, mining, mining geology, nuclear, petroleum, petroleum refining, sanitary, textile, transportation and welding engineering; engineering mechanics; naval architecture and marine engineering; etc. (See also 725E.)

399G GENERAL M.C.P.E. SCIENCES

400 BEHAVIORAL SCIENCES

410P PSYCHOLOGY

420S SOCIAL SCIENCES: Anthropology and archaelogy; economics, including agricultural economics; geography, including physical geography; history, including history of science, technology, etc.; political science and government; sociology; etc., including area studies, i.e., interdisciplinary studies of geographically defined areas.

499G GENERAL BEHAVIORAL SCIENCES

500 HUMANITIES

510F FINE ARTS: Art; drama, including cinematography, radio and television, dramatic and theater arts; music, including both musicology and performance; other fine arts, including dance. (See also 730G.)

520L LETTERS: English language and literature; foreign languages and literature, including classics; folklore, and mythology; linguistics, philology, etc.; philosophy; religion, e.g., comparative religion (but see also 670T); speech if not primarily dramatic arts; journalism if not a professional school. (See also 690P.)

599G GENERAL HUMANITIES

600 PROFESSIONS (Professional schools not included above.)

610A ADMINISTRATIVE PROFESSIONS: Business administration; institutional administration, including hospital administration; public administration, etc. (See also 715B.)

620ED EDUCATION: Preparation of teachers for service at all levels. Includes agricultural education, business education, health and physical education, wherein the major concern is the preparation of teachers in those fields, etc.

630EN ARCHITECTURE AND ENVIRONMENTAL DESIGN:

Architecture, landscape architecture, urban and regional planning, etc.

640H HOME ECONOMICS: This category also includes departments which are _not_ in a professional school such as a school of education; includes departments of home economics in agricultural colleges.

650L LAW

660S SOCIAL WORK

670T THEOLOGY: Includes all instructional departments of divinity schools, so that data will be consistent with statutory exclusions from Federal-aid programs such as the Higher Education Facilities Act of 1963 and subsequent related legislation. This code applies to an institution, regardless of ownership or control, whose program is specifically for the education of students to prepare them to become ministers of religion or to enter upon some other religious vocation or to prepare them to teach theology.

690P OTHER PROFESSIONS: Criminology, journalism, library science, mortuary science, museum curatorship, etc.

699G GENERAL PROFESSIONS

700 TECHNICAL-VOCATIONAL FIELDS (applies primarily to 2-yr. institutions)

705AG AGRICULTURAL TECHNOLOGIES

710AP APPAREL DESIGN OR FABRICATION TECHNOLOGIES

715B BUSINESS TECHNOLOGIES: Accounting, advertising, cosmetology, data processing, hotel, motel, and restaurant operation, insurance, physical distribution, retailing, sales, secretarial, and other business technologies.

720C CONSTRUCTION TECHNOLOGIES: Air conditioning and heating, cabinet making, carpentry, construction electricity, forest products, sheet metal, etc.

725E ENGINEERING AND INDUSTRIAL TECHNOLOGIES: Architectural, chemical, civil, drafting and design, electrical, electronic, industrial, mechanical, and other engineering and industrial technologies.

730G GRAPHIC ARTS TECHNOLOGIES: Commercial art and advertising design, photography, printing, technical illustration, and other graphic arts technologies.

735H HEALTH TECHNOLOGIES: Clinical laboratory technician, dental auxiliary (dental assistant, dental hygienist, dental technologist, etc.), food-service supervisor, inhalation therapist, vocational nurse, psychiatric aide, ward manager, x-ray technologist, etc.

750P PUBLIC SERVICE TECHNOLOGIES: Fire protection, law enforcement, library assistant, teaching aide, urban-planning assistant, etc.

760T TRANSPORTATION TECHNOLOGIES: Automotive, aviation, heavy truck, and other transportation technologies.

790TV OTHER TECHNICAL-VOCATIONAL FIELDS

799G GENERAL TECHNICAL-VOCATIONAL FIELDS

800 PHYSICAL EDUCATION AND MILITARY SCIENCES

810P PHYSICAL EDUCATION: Includes health and recreation education as in "HPER" departments. Includes intramural athletic programs administered by the physical-education department, but excludes intercollegiate athletics if organizationally separate. Also exclude "HPER" departments that are primarily concerned with the preparation of teachers in those areas, which should be 620ED.

820M MILITARY SCIENCES: Air and aerospace R.O.T.C., Army or Navy R.O.T.C., and the equivalent.

(Note: The code groups for item headings underlined above are not to be used on the Room by Room Facilities Sheet, but rather the most appropriate code listed as a subhead under the heading which is underlined.)

TYPE OF ROOM - SUMMARY OF CODES AND TERMS

For use in Column (11).
(See pages 50 to 89 for complete description.)

100 CLASSROOM FACILITIES

110 Classroom
115 Classroom Service

200 LABORATORY FACILITIES

210 Class Laboratory
215 Class Laboratory Service

220 Special Class Laboratory
225 Special Class Laboratory Service

230 Individual Study (Work) Laboratory
235 Individual Study (Work) Laboratory Service

250 Non-Class Laboratory
255 Non-Class Laboratory Service

300 OFFICE FACILITIES

310 Office
315 Office Service

350 Conference Room
355 Conference Room Service

400 STUDY FACILITIES

410 Study Rooms

420 Stack

430 Open-Stack Reading Rooms

440 Library Processing Rooms

455 Study Facilities Service

500 SPECIAL-USE FACILITIES

510 Armory Facilities
515 Armory Facilities Service

520 Athletic-Physical Education Facilities
523 Athletic Facilities Spectator Seating
525 Athletic-Physical Education Facilities Service

530 Audio-Visual, Radio, TV Facilities
535 Audio-Visual, Radio, TV Facilities Service

540 Clinic Facilities (Non-Medical)
545 Clinic Facilities Service (Non-Medical)

550 Demonstration Facilities
555 Demonstration Facilities Service

560 Field-Service Facilities

590 Other Special Use Facilities
595 Other Special Use Facilities Service

600 GENERAL-USE FACILITIES

610 Assembly Facilities
615 Assembly Facilities Service

620 Exhibition Facilities
625 Exhibition Facilities Service

630 Food Facilities
635 Food Facilities Service

640 Health Facilities (Student)
645 Health Facilities Service (Student)

650 Lounge Facilities
655 Lounge Facilities Service

660 Merchandising Facilities
665 Merchandising Facilities Service

670 Recreation Facilities
675 Recreation Facilities Service

690 Other General Use Facilities
695 Other General Use Facilities Service

700 SUPPORTING FACILITIES

710 Data Processing-Computer Facilities
715 Data Processing-Computer Facilities Service

720 Shop Facilities
725 Shop Facilities Service

730 Storage Facilities
735 Storage Facilities Service

740 Vehicle Storage
745 Vehicle Storage Service

750 Central Food Stores

760 Central Laundry

790 Other Supporting Facilities
795 Other Supporting Facilities Service

800 MEDICAL CARE FACILITIES

810 Human Hospital-Clinic Facilities
815 Human Hospital-Clinic Facilities Service

820 Human Hospital-Patient Care Facilities
825 Human Hospital-Patient Care Facilities Service

840 Dental Clinic Facilities
845 Dental Clinic Facilities Service

850 Veterinary Hospital-Clinic Facilities
855 Veterinary Hospital-Clinic Facilities Service

860 Veterinary Hospital-Animal Care Facilities
865 Veterinary Hospital-Animal Care Facilities Service

900 RESIDENTIAL FACILITIES

910 Residence for Unmarried Persons

- 911 Bedroom
- 912 Lounge
- 913 Recreation
- 914 Study
- 915 Service/shower/bath/laundry/storage/toilet/etc.
- 916 Dining
- 917 Dining Service/kitchen
- 918 Apartment in Dormitory
- 919 Big Dormitory-Sleeping Room

920 One-Family Dwelling

930 Multiple-Family Dwelling

935 Residence Hall Special Staff Service Areas

NON-ASSIGNABLE AREA

- 010 Custodial Area
- 020 Circulation Area
- 030 Mechanical Area and Public Toilets
- 040 Construction Area

Note: The even hundred series of code groups above (those terms underlined) are not to be used, but rather the appropriate subgroup thereunder.

TYPE OF ROOM - CODES, TERMS, AND DEFINITIONS

100 CLASSROOM FACILITIES

110 Classroom

Definition: A room used by classes which do not require special-purpose equipment for student use.

Description: Included in this category are rooms generally referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general-purpose classrooms. A Classroom, may be equipped with tablet arm chairs, (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A Classroom may be furnished with special equipment appropriate to specific areas of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does NOT include conference rooms (code 350), auditoriums (code 610), or class laboratories (code 210). Conference rooms are distinguished from seminar rooms on the basis of primary use; a room with tables and chairs which is used primarily for meetings (as opposed to classes) is a Conference Room. Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an Assembly Facility (i.e., an auditorium normally used for other than scheduled classes.) Class Laboratories are distinguished from classrooms on the basis of equipment in the room and by its limited use; a room with specialized equipment for instructional purposes, such as laboratory benches, typewriters, desk calculators, sewing machines, kitchen equipment, easels, drafting tables, musical equipment, shop equipment, etc., is a Class Laboratory.

115 Classroom Service

Definition: A room which directly serves a Classroom as an extension of the activities of the Classroom.

Description: Included in this category are projection rooms, cloak rooms, preparation rooms, closets, and storage if they serve a classroom.

Limitations: This category does NOT include projection rooms, cloak rooms, preparation rooms, closets, and storage, if such rooms serve laboratories, conference rooms, assembly facilities, etc. In such cases use the appropriate "Service " designation. For example, a projection booth in an auditorium is classified as Assembly Facilities Service 615.

200 LABORATORY FACILITIES

Note that there are four categories coded under this general heading, i.e., 210, 220, 230, and 250 with their accompanying service codes. The distinctions are, briefly: 210 - specially equipped areas for regularly scheduled laboratory classes; 220 - specially equipped areas for informal or irregularly scheduled laboratory classes; 230 - specially equipped areas for individual student work (such as individual or small group practice rooms in music) usually related to a special field of class work; 250 - specially equipped areas (not tied in with class work) for staff and/or student laboratory applications, research, and/or training in research methodology, experimentation or observation---the typical so-called individual research laboratory-office for one or a few individuals.

It will be seen from the various code descriptions that subject fields other than the sciences are included in these categories. When two or more uses are assigned to an area, the institution may wish to prorate for its own purposes, but the report for this survey should use that one code that represents the major or principal utilization of the space.

210 Class Laboratory

Definition: A room used by regularly scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms IF they are used primarily for group instruction in regularly scheduled classes.

Limitations: This category does NOT include laboratory rooms which serve as individual (or independent) study rooms (see 230 and 410). It does NOT include laboratories used for group instruction which are informally or irregularly scheduled (see 220). This category does NOT include rooms generally referred to as research laboratories (see 250) It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL USE FACILITIES.

215 Class Laboratory Service

Definition: A room which directly serves a Class Laboratory as an extension of the activities of the class laboratory.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, greenhouses, and similar facilities which serve a Class Laboratory.

Limitations: This category does NOT include balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Non-Class Laboratory.

220 Special Class Laboratory

Definition: A room used by informally (irregularly) scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Special Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in informally (or irregularly) scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Special Class Laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc, when used for informally scheduled classes.

Limitations: This category does NOT include Class Laboratories (210), individual study rooms (230 or 410), nor research laboratories (250). It does NOT include gymnasiums, pools, drillhalls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL-USE FACILITIES.

225 Special Class Laboratory Service

Definition: A room which directly serves a Special Class Laboratory as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve Special Class Laboratories.

Limitations: This category does NOT include rooms which serve Class Laboratories, Individual Study Laboratories, or Non-Class Laboratories.

230 Individual Study (Work) Laboratory

Definition: A room especially equipped and/or designed for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are music practice rooms, individual study laboratories and similar rooms which serve a particular subject-matter area. Stations may be grouped (as in an individual laboratory) or individualized (as in a music practice room.)

Limitations: This category does NOT include individual study facilities which are intended for general study purposes. Such general study facilities, not related to a specific area, are classified as Study Rooms (410). Code 230 is used for work practice, experimentation, observation, etc., carried on by individual students (one or more people) not in a group.

235 Individual Study (Work) Laboratory Service

Definition: A room which directly serves an Individual Study (Work) Laboratory as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve Individual Study (Work) Laboratories.

Limitations: This category does NOT include rooms which serve Class Laboratories, Special Class Laboratories, Non-Class Laboratories, or Study Facilities Service.

250 Non-Class Laboratory

Definition: A room used for laboratory applications, research, and/or training in research methodology which requires special-purpose equipment for staff and/or student experimentation or observation.

Description: Included in this category are rooms generally referred to as research laboratories and research laboratory-offices.

Limitations: This category does NOT include rooms generally referred to as teaching laboratories; see Class Laboratory, Special Class Laboratory, and Individual Study (Work) Laboratory, above.

255 Non-Class Laboratory Service

Definition: A room which directly serves a Non-Class Laboratory as an extension of the activities of the Non-Class Laboratory.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Non-Class Laboratory.

Limitations: This category does NOT include balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Class Laboratory, a Special Class Laboratory, or an Individual Study (Work) Laboratory.

300 OFFICE FACILITIES

310 Office

Definition: A room used by faculty, staff, or students working at a desk (or table).

Description: Included in this category are rooms generally referred to as faculty offices, administrative offices, clerical offices, graduate-assistant offices, teaching-assistant offices, student offices, etc. Any and all offices are to be coded 310 regardless of the occupant, but see Limitations below. Also included in this category is a Studio (music, art, etc.) if such a room serves as an office for a staff member. (A studio intended to serve a group of students in a regularly scheduled class is coded 210 as a Class Laboratory.) An office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets.

Limitations: This category does NOT include rooms which are equipped both as office and "research laboratory." A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as Non-Class Laboratory, 250. Note that this distinction rests on equipment rather than function. It is recommended that those rooms which have office type equipment and fixed laboratory type equipment (primarily in the biological and physical sciences) within the same room be classified within the Non-Class Laboratory category (code 250). However, an appropriate proration to Office and Non-Class Laboratory may be made for such rooms. Large rooms, such as glass shops, printing shops, reading rooms, research laboratories, etc., which have a desk space for a technician or staff member are classified according to the primary purpose of the room rather than Office.

315 Office Service

Definition: A room which directly serves an Office (or group of offices) as an extension of the activities in an Office (or group of offices).

Description: Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms. Centralized mimeograph and printing shops which are campus-wide in scope should be classified as Shop Facilities, 720.

Limitations: This category does NOT include centralized mimeograph and printing shops.

350 Conference Room

Definition: A room used by non-class groups for meetings.

Description: A Conference Room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. A conference room is distinguished from a lounge by its less informal atmosphere and its less than general availability to the public. Usually the usage of a conference room is more carefully controlled within a department or other administrative unit. It typically (but not necessarily) is assigned to a department for its use. It is distinguished from such Classroom Facilities as seminar rooms, lecture rooms, and general classrooms because it is used primarily for activities other than (scheduled) classes.

Limitations: This category does NOT include classrooms, seminar rooms, lecture rooms, auditoriums, interview rooms, or lounges. (See 650 for limitations on lounges.) Nor does it include a conference room that is an integral part of an administrative unit office, 310, used ordinarily for conferences with the administrator and/or his group, and only occasionally for general conference purposes.

355 Conference Room Service

Definition: A room which directly serves a Conference Room as an extension of the activities of the Conference Room.

Description: Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does NOT include kitchens, dining rooms, and similar facilities in a centralized conference type building. (Dining rooms open to the student body at large and/or the public are categorized as Food Facilities Service.)

400 STUDY FACILITIES

410 Study Room

Definition: A room used to study books or audio-visual materials on an individual basis.

Description: Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, and similar rooms which are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a Study Room may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also 430.)

8

Limitations: This category does NOT include Individual Study (Work) Laboratories. An Individual Study (Work) Laboratory is limited in use to a particular area of study, while a Study Room is intended for general study (or a broad area of study). This category does NOT include Classrooms, Class Laboratories, Special Class Laboratories, Non-Class Laboratories, Offices, combined sleeping-study rooms in residence halls or other housing units, waiting rooms, or lounges. However, a room where users of a library must wait for their books to be delivered to them is considered to be part of the circulation desk and is to be included in 440, Library Processing Rooms. A lounge type of room in a library which is solely for the library patrons who use their own books, or books on the lounge shelves, or from circulation, even though in a more informal manner than in the usual reading room, should be classed as 410, Study Room rather than as a lounge (code 650).

420 Stack

Definition: A room (or portion of a room) used to provide shelving for books or audio-visual materials used by staff and/or students on an individual basis.

Description: Included in this category are rooms generally referred to as library stacks. (See also 430.)

Limitations: This category does NOT include book-shelf space in Classrooms, Laboratories, or Offices. Audio-visual film and tape libraries which generally serve groups (rather than individuals) are classified as AV-Radio-TV Facilities, 530 or 535. Separate tape storage rooms for language laboratories should be classified as Special Class Laboratory Service, 225. Separate rooms containing musical scores, records, and tapes are classified as Stack if the primary purpose of the materials is for instruction or research (as in a Library of Music Building). Rooms containing such materials and intended for listening enjoyment (as in a Student Union) should be classified as Recreation Facilities Service, 675. Stacks serving Non-Class Laboratories should be classified as Non-Class Laboratory Service, 225.

430 Open-Stack Reading Room

Definition: A room which is a combination of Study Room and Stack, generally without physical boundaries between the stack areas and the study areas.

Description: Included in this category are rooms generally referred to as open-stack reading rooms.

Limitations: This category would NOT be used if the area of an open-stack reading room can be prorated to Study Room and Stack at the time a physical inventory is made. This category might be used as a "working-purposes" category if proration on some appropriate basis is anticipated. Further limitations are defined under Study Room (410) and Stack (420).

440 Library Processing Rooms

Definition: A room which serves a Study Room, Stack, or Open-Stack Reading Room as a supporting service to such rooms.

Description: Included in this category are rooms generally re-referred to as card catalog, circulation desk, bookbinding, microfilm processing, and audio-visual record-playback equipment for distribution to individual study stations.

Limitations: This category does NOT include such library spaces as: offices for staff (which are classified as Offices, 310); acquisitions work areas (which are classified as Offices, 310); campus-wide or centralized audio-visual preparation areas, bookbinding, and microfilm processing areas (which are classified as Shops); instructional facilities for Library Science staff (which are classified as Classrooms 110, Class Laboratories 210, Special Class Laboratories 220, Offices 310, or other appropriate designations.)

455 Study Facilities Service

Definition: A room which directly serves a Study Room, Stack, Open-Stack Reading Room, or Library Processing Room as a direct extension of the activities in such rooms.

Description: Other categories in these TYPE OF ROOM DEFINITIONS have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces, this one category of Study Facilities Service is provided for all types of STUDY FACILITIES. Included are such areas as closets, locker space, coatrooms, etc. for library personnel. Lockers provided for the general public should be included under Code 660, Merchandising Facilities if they are rented by the day, hour, term or year. If they are open to the general public but are not rented they should be Coded 695, General-Use Facilities Service.

Limitations: This category does NOT include card catalog circulation desks, and other areas designated under Library Processing Rooms (440).

500 SPECIAL-USE FACILITIES

510 Armory Facilities

Definition: A room (or area) used by ROTC units.

Description: This category includes indoor drill areas, rifle ranges, and special-purpose military science rooms.

Limitations: Classrooms, Class Laboratories, and Offices in an Armory are designated as Classrooms 110, Class Laboratories 220, and Offices 310.

515 Armory Facilities Service

Definition: A room which directly serves an Armory Facility as an extension of the activities of such a facility.

Description: This category includes supply rooms, weapons rooms, etc.

Limitations: Classroom Service 115, Class Laboratory Service 215, and Office Service 315 rooms are so classified even though they are located in an Armory.

520 Athletic-Physical Education Facilities

Definition: An indoor room (or area) used by students, staff, or the public, for athletic activities.

Description: Included in this category are rooms generally referred to as gymnasiums, indoor basketball courts, indoor handball courts, indoor squash courts, wrestling rooms, indoor swimming pools, indoor ice rinks, indoor tracks, indoor "fields," and fieldhouses.

Limitations: No outdoor facilities are to be included. No distinction is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. (Institutions which wish to study the utilization of such facilities will need to further subdivide this category.) Classrooms, Laboratories, or Offices, even though they may be located in an Athletic building, are not included in this category but instead are coded 110, 210, 310 as may be appropriate. This category does NOT include the spectator seating area associated with athletic facilities (see below). It does NOT include outside fields, tennis courts, archery ranges, etc.

523 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the public to watch athletic events. Usually, the Unit code for Col (8) is AUX for this type of space.

Description: Included in this category are permanent seating areas in fieldhouses, gymnasiums, and natatoria.

Limitations: Stadium seating should NOT be included, since by definition it is considered non-assignable area. Foldaway seats that are set up on part of the floor ordinarily used for other purposes should not be included here.

525 Athletic-Physical Education Facilities Service

Definition: A room which directly serves an Athletic-Physical Education Facility as an extension of the activities in such a facility.

Description: Included in this category are rooms generally referred to as locker rooms, shower rooms, non-public toilets, coaches rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc. Riding stables, boat sheds, etc. are included in this coding if applicable.

Limitations: This category does NOT include public toilet rooms, nor locker rooms, shower rooms, dressing rooms that are not properly part of the athletic-physical education set-up.

530 Audio-Visual, Radio, TV Facilities

Definition: A room or group of rooms used in the production and distribution of instructional media.

Description: This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphics studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train classes of students in communication techniques should be classified as Class Laboratories 210, (if scheduled) or Special Class Laboratories 220, (if not regularly scheduled).

535 Audio-Visual, Radio, TV Facilities Service

Definition: A room which directly serves an Audio-Visual, Radio, or TV Facility as an extension of the activities in such facilities.

Description: Included in this category are rooms generally referred to as film library, tape library, control room, video tape recorder room, property storage, recording rooms, and engineering maintenance rooms.

Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as Class Laboratories **210**, (if scheduled) or Special Class Laboratories **220**, (if not regularly scheduled).

540 Clinic Facilities (Non-Medical)

Definition: A room used for the diagnosis and/or treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

Description: Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated with such educational areas as psychology, counseling or guidance, speech and hearing, remedial reading, and remedial writing.

Limitations: This category does NOT include clinics associated with student health care. It does NOT include clinics for the medical or dental treatment of humans or animals.

545 Clinic Facilities Service (Non-Medical)

Definition: A room which directly serves a Clinic as an extension of the activities in a Clinic.

Description: Included in this category are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: This category does NOT include rooms which serve Medical Care Facilities.

550 Demonstration Facilities

Definition: A room (or group of rooms) used to practice the principles of certain subject-matter areas, particularly teaching and home management.

Description: This category includes demonstration schools, laboratory schools, pre-school nurseries, etc., IF the facilities support the training of the college-level students involved as (certifiable) teachers. (In other words, if the facility is (a) under the direct supervision, control, and management of a school or department of Home Economics Education, Elementary or Secondary School Education, etc. of a college or university for the training of certifiable teachers in such fields, or (b) is physically identifiable and primarily set up for and used by such teacher trainees.) This category includes home management houses which serve to train college-level students in home management.

Limitations: Demonstration schools, laboratory schools, pre-school nurseries, and home management houses in which the major function of the students is to serve as the subjects for a research study are classified as Non-Class Laboratory 250. Rooms which serve nursery, elementary, or secondary school students (in a laboratory school or pre-school nursery under the direct control, supervision, and management of a college or university department or School of Education) will NOT be classified as Classroom, Class Laboratory, Office, etc., but rather as Demonstration Facilities. However, Classrooms or Class Laboratories in such facilities used primarily for collegiate level students who are not observing or practice-teaching in them, should be classified as Classrooms or Class-

Laboratories. Offices and Conference Rooms used by collegiate level staff should be designated Offices and Conference Rooms.

555 Demonstration Facilities Service

Definition: A room which directly serves a Demonstration Facility as an extension of the activities of the Demonstration Facility.

Description: Included in this category are facilities generally referred to as store rooms, laundry, etc., in a home demonstration facility; and kitchen, lockers, shower rooms, etc., in a laboratory school.

Limitations: The distinction between Demonstration Facilities and Demonstration Facilities Service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room, (in a home demonstration house) or classroom, laboratories, gymnasiums (in a laboratory school) should be designated as Demonstration Facilities.

560 Field-Service Facilities

Definition: A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools.

Description: Field-Service Facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seed houses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually related to agricultural field operations, and are frequently located outside the central campus area.

Limitations: Location of a building is NOT sufficient justification for classification as a Field-Service Facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc., should be classified as Non-Class Laboratories 250.

590 Other Special-Use Facilities

A category of last resort. University Club or Faculty Club dining rooms, bars, recreation rooms, game rooms, lounges, saunas, etc. are to be included here IF the facilities are operated by the university for a clientele limited to the faculty and their guests (for Faculty Clubs) or the University Club members and their guests (for University Clubs). In cases where the Club is a separate entity (incorporated or otherwise) which rents the facilities from the university at more than a nominal rate and has actually or constructively administrative, managerial, operational, and financial control of its own affairs the club should be considered as an outside enterprise and the space occupied should be treated as if a commercial enterprise were renting it from the university, thus making it part of the university's income producing property.

595 Other Special-Use Facilities Service

A category of last resort.

600 GENERAL-USE FACILITIES

610 Assembly Facilities

Definition: A room designated and equipped for dramatic, musical, devotional, or livestock judging activities.

Description: This category includes rooms generally referred to as theatres, auditoriums, concert halls, arenas, chapels, and (livestock) judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in Assembly Facilities.

Limitations: Assembly rooms are NOT primarily used for instructional purposes (see Classroom Facilities).

615 Assembly Facilities Service

Definition: A room which directly serves an Assembly Facility as an extension of the activities of such a facility.

Description: This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume storage, green rooms, control rooms, etc.

Limitations: Lobbies are non-assignable space classified as Circulation space (code 020).

620 Exhibition Facilities

Definition: A room used for exhibits.

Description: This category includes museums, art galleries, and similar exhibition areas of a general nature.

Limitations: Study collections NOT primarily for general exhibition such as departmental displays of anthropological, botanical, or geological specimens should be classified under an appropriate Laboratory Facility category. Exhibition facilities solely for library material, incunabula, rare books, etc. should be included under 440, Library Processing Rooms.

625 Exhibition Facilities Service

Definition: A room which directly serves an Exhibition Facility as an extension of the activities in such a facility.

Description: This category includes work rooms for the preparation of materials and displays, vault or other storage for works of art, check rooms, etc.

Limitations: Research areas in a museum are classified as Non-Class Laboratories, 250, or Non-Class Laboratory Service, 255.

630 Food Facilities

Definition: A room used for eating food.

Description: This category includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas.

Limitations: This category is limited to facilities which are open to the student body and/or public at large. Dining halls in residence halls, (or separate facilities serving a group of residence halls) are classified as Residential, 916. Food Facilities for patients in hospitals are coded 825.

635 Food Facilities Service

Definition: A room which directly serves a Food Facility as an extension of the activities in such a facility.

Description: This category includes such areas as kitchens, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving areas, and other non-dining areas. Include in this service, locker, dressing, and dining rooms, etc., for the use of the kitchen and food service staff.

Limitations: This category is limited to service areas in which the Food Facility is open to student body and/or public at large. Service areas to Food Facilities in residence hall (or a facility serving a group of residence halls) are classified as Residential, 917.

640 Health Facilities (Student)

Definition: A room used for the medical examination or treatment of students.

Description: This category includes examination rooms, bedrooms, surgery rooms, clinics, etc.

Limitations: This category does NOT include such clinics as speech and hearing clinics, psychology clinics, and similar instructional, 540, and/or research facilities, 250. Teaching hospitals for students in Human or Veterinary Medicine are NOT included. Incidental use of a Health Facility by staff members may occur.

645 Health Facilities Service (Student)

Definition: A room which directly serves a Health Facility (Student) as an extension of the activities in such a facility.

Description: Included in this category are such rooms as dispensaries, record rooms, waiting rooms, clinical laboratories, scrub-up rooms, toilets and showers for the nurses, linen closets, etc.

Limitations: This category does NOT include service rooms for teaching clinics (545) or teaching hospitals.

650 Lounge Facilities

Definition: A room used for rest and relaxation.

Description: A lounge is typically equipped with upholstered furniture, draperies, and/or carpeting.

Limitations: A lounge is distinguished from a conference room by its more informal atmosphere and its general public availability. A "lounge" area associated with a public toilet is non-assignable space and classified as Mechanical Area (030).

655 Lounge Facilities Service

Definition: A room which directly serves a lounge, such as a kitchenette.

660 Merchandising Facilities

Definition: A room (or group of rooms) used to sell products or services

Description: This category includes such rooms as bookstores, barber shops, U.S. Post Offices and telephone booths for the general public or student body (see Code 790 concerning non-public post offices and telephone equipment), dairy stores, student union "desks," and motel-hotel rooms. Vending machines and lockers that are rented come under this code.

Limitations: This category does NOT include dining rooms, restaurants, snack bars, and similar Food Facilities (630). It does NOT include meeting rooms which are classified as Conference Rooms (350).

665 Merchandising Facilities Service

Definition: A room which directly serves a Merchandising Facility as an extension of the activities in that room.

Description: Included in this category are rooms generally referred to as supply closets, sorting rooms, freezers, telephone rooms, and booths for the general student body, linen rooms, laundry rooms, valet service, and private toilets solely for the merchandising staff, except those attached to private offices and available only to the occupant of the private office, which should be coded 315.

Limitations: This category does NOT include public toilet rooms (030).

670 Recreation Facilities

Definition: A room used by students (staff and/or the public) for recreational purposes.

Description: This category includes such rooms as bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (non-instructional) music-listening rooms, and hobby rooms.

Limitations: This category does NOT include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses, which should be classified as Athletic-Physical Education Facilities. It does NOT include outside facilities such as tennis courts, archery ranges, fields (football, hockey, etc.), or golf courses.

675 Recreation Facilities Service

Definition: A room which directly serves a Recreation Facility as an extension of the activities of such a facility.

Description: This category includes storage closets, equipment issue rooms, cashier's desk, and similar areas.

Limitations: This category does NOT include kitchens, short-order kitchens, snack bars, or other Food Facilities (630). It does NOT include Athletic-Physical Education Facilities Service (525).

690 Other General-Use Facilities

A category of last resort.

695 Other General-Use Facilities Service

A category of last resort.

700 SUPPORTING FACILITIES

710 Data Processing - Computer Facilities

Definition: A room (or group of rooms) for institution-wide processing of data by machines or computers.

Description: This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas.

Limitations: This category does NOT include rooms containing desk calculators, posting-billing machines, check writing machines, and similar Office or Office Service rooms that are used for the clerical and accounting (non-instructional) activities of the institution without electronic data processing-computer facilities.

It is recommended that the area occupied by a keypunch machine, sorter, or other EDP equipment in a room otherwise classifiable as an Office NOT be prorated in this category but, instead, be included in the 310 or 315 series. A facility used jointly for Instruction-Research as well as for administrative data processing should be coded in the 210-215 or the 220-225 series if better than 50% of its use is for I&R purposes, but should be coded 710-715 if better than 50% of its use is for administrative-clerical institution-wide processing purposes. (Note that the allocation or proration of facilities recorded in this category to "instruction." "research," "public service," "library," "general administration," etc., can be accomplished separately by the classification of FUNCTION; i.e., independently of this room-type classification.)

715 Data Processing-Computer Facilities Service

Definition: A room which directly serves a Data Processing - Computer Facility as an extension of the activities of that facility.

Description: This category includes such rooms as card storage, paper form storage, tape storage, tape storage vaults, control rooms, plugboard storage, wiring rooms, equipment repair rooms, observation rooms, and similar service areas.

Limitations: This category does NOT include offices for data processing personnel which should be classified as Offices.

720 Shop Facilities

Definition: A room used for the manufacture or maintenance of products and equipment not directly related to instruction and research.

Description: This category includes such rooms as carpenter shops, plumbing shops, electrical shops, painting shops, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops, central receiving and central stores.

Limitations: This category does NOT include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as Class Laboratories, 210. Highly specialized shops for the production of scientific apparatus and equipment should be classified as Laboratory Service (Class Laboratory Service, 215, or Non-Class Laboratory Service, 255). Materials preparation areas in Audio-Visual, Radio, TV Studios should be classified as Audio-Visual, Radio, TV Facilities Service 535. Maintenance and repair areas of vehicles, airplanes, boats, etc., should be classified as Vehicle Storage Service, 745. Engineering drafting rooms serving the physical plant operation are classified as Offices, 310. Blueprint storage rooms are classified as Office Service, 315.

725 Shop Facilities Service

Definition: A room which directly serves a Shop as an extension of the activities in such a room.

Description: Included in this category are tool supply-storage rooms, materials storage rooms, and similar equipment or materials supply and/or storage rooms. Locker rooms, shower rooms, lunch rooms for the shop personnel, and similar non-public areas should be included. Use this 725 Code for other locker, shower, and sleeping/dressing rooms for the building and grounds staff, for general porters, guards, maids, janitors and other general university personnel who are not part of a special group such as the dormitory staff whose services are peculiar to a particular 900 code, or the 635 Food Service Facilities which are limited in use to the Food Services staff, or the 645 code for Health Service personnel.

Limitations: This category does NOT include service areas related to Class or Non-Class Laboratories. It does NOT include vehicular repair facilities ("garages") which are classified as Vehicle Storage Service, 745. Blueprint storage rooms should be classified as Office Service, 315. Public toilets are NOT included.

730 Storage Facilities

Definition: A room used to store materials.

Description & Limitations: Classification of a room as a Storage Facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other type of space follows the classification of that type of space with a "service" designation. For example, a storage closet for office supplies is classified as Office Service, 315. The distinction between a "service" classification and "storage" rests on the possibility of physical separation of the materials stored. If the material being stored could be placed in a warehouse, implying only occasional demand for the materials, then Storage Facility is the appropriate classification. Storage which must, by the nature of the materials stored and the demands placed upon them by the program, be close at hand should be classified according to the appropriate "Service" category.

735 Storage Facilities Service

Definition: A room which directly serves a Storage Facility.

740 Vehicle Storage

Definition: A large building or room which is used to store vehicles.

Description: This category includes rooms generally referred to as garages, boat houses, airport hangers, and other storage areas for vehicles (broadly defined).

Limitations: This category does NOT include portions of barns or similar Field-Service Facilities, 560, which are used to house farm implements. It is recommended that parking structures NOT be included, since these do not represent assignable square feet.

745 Vehicle Storage Service

Definition: A room (or structure) used to service vehicles.

Description: This category includes any area associated with a Vehicle Storage Facility which is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles.

Limitations: This category does NOT include service areas which serve building maintenance and repair which are classified as Shop Facilities.

750 Central Food Stores

Definition: A central facility for the processing and storage of foods used in Residence Facilities and Food Facilities.

Description: This category includes food storage areas, lockers, cold rooms, refrigerators, meat processing areas, and similar facilities located in a Central Food Stores building.

Limitations: Offices and conference rooms located in a Central Food Stores building are classified as Offices and Conference Rooms. Food storage areas, freezers, lockers, etc., NOT located in a Central Food Stores Building are classified as Food Facilities Service, 635.

760 Central Laundry

Definition: A central facility for washing, drying, and ironing of linens, uniforms, and other institutional material.

Description: This category includes laundry rooms, drying rooms, ironing rooms, etc., located in a Central Laundry.

Limitations: Offices and conference rooms located in a Central Laundry are classified as Offices and Conference Rooms. Laundry rooms, drying rooms, ironing rooms, etc., NOT located in a Central Laundry are classified as Residential Facilities or as a Service facility to whatever type of space they serve.

790 Other Supporting Facilities

A category of last resort. (Including inter-institutional mail service and central telephone exchanges for the internal campus activities and, in general, not open to the public.)

795 Other Supporting Facilities Service

A category of last resort.

800 MEDICAL CARE FACILITIES

Note: This category does NOT include student health care facilities.
This category does NOT include non-medical clinic facilities.

810 Human Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of humans as inpatients or outpatients.

Description: This category includes rooms generally referred to as examination rooms, operating rooms, x-ray rooms, physical theraphy rooms, delivery rooms, labor rooms, recovery rooms, and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day. It also includes such clinics as medical, surgical, obstetric-gynecology, pediatric, psychiatric, otorhinolaryngology, and ophthalmology. Physical and occupational therapy clinics associated with a hospital are also included.

Limitations: Human Hospital-Clinic Facilities are distinguished from Human Hospital-Patient Care Facilities primarily on the basis of the length of time which a patient spends in such facilities. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many patients in the course of a day. Patient Care Facilities such as bedrooms, wards, etc., serve as a "home base" for a patient for a relatively long period of time.

This category does NOT include Student Health Care Facilities, Non-Medical Clinics, Classrooms, Class Laboratories, Special Class Laboratories, Offices, Study Facilities, Shops, Merchandising Facilities, and similar rooms which can be otherwise classified.

This category does NOT include Dental Clinics.

815 Human Hospital-Clinic Facilities Service

Definition: A room which serves a Human Hospital-Clinic Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as clinical laboratories, pharmacy, radium storage, control rooms, isotope vaults, animal rooms supporting diagnostic functions, and similar rooms which support clinical facilities but which the patient does not normally enter.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinical facilities not normally entered by patients are classified as Clinic Facilities Service.

820 Human Hospital-Patient Care Facilities

Definition: A room which provides a bed for patients in a hospital.

Description: This category includes rooms generally referred to as bedrooms, wards, nurseries, and similar rooms.

Limitations: This category does NOT include Clinic Facilities. (See Limitations in category 810 for basis of distinction.) This category does NOT include Patient Care Facilities in a Student Health Center. It does NOT include Non-Medical Clinics.

825 Human Hospital-Patient Care Facilities Service

Definition: A room which serves a Patient Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as nurses' stations, charting rooms, tub rooms, medication rooms, nourishment rooms, formula rooms, and food service facilities for patients.

Limitations: This category does NOT include facilities which support student health care facilities, nor does it include Clinic Service Facilities.

840 Dental Clinic

Definition: A room used for the dental examination and/or treatment of humans.

Description: This category includes rooms generally referred to as dental clinics.

Limitations: This category does NOT include Medical Clinics.

845 Dental Clinic Service

Definition: A room which serves a Dental Clinic as a direct extension of the activities in such a room.

Description: This category includes supporting laboratory services and other facilities which serve a Dental Clinic.

Limitations: Dental Clinic Service rooms are generally NOT entered by patients.

850 Veterinary Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of animals as inpatients or outpatients.

Description: This category includes rooms generally referred to as examination rooms, surgery rooms, x-ray rooms, and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day.

Limitations: Veterinary Hospital-Clinic Facilities are distinguished from Veterinary Hospital-Animal Care Facilities primarily on the basis of the length of time which a patient spends in such a facility. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many animal patients in the course of a day. Animal Care Facilities serve as a "home base" for an animal patient for a relatively long period of time. This category does NOT include surgery rooms and similar facilities which serve as preparation areas for Class Laboratories or Non-Class Laboratories. Such rooms are classified as Service Facilities to such laboratories.

855 Veterinary Hospital-Clinic Facilities Service

Definition: A room which serves a Clinic Facility as a direct extension of the activities in such a facility.

Description: This category includes rooms generally referred to as clinical laboratories, pharmacy, radium storage, scrub-up rooms, animal rooms used for diagnostic purposes, etc.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinic facilities not normally entered by patients are classified as Clinic Facilities Service.

860 Veterinary Hospital-Animal Care Facilities

Definition: A room which provides a cage or stall for animal patients.

Description: This category includes rooms generally referred to as animal rooms, stalls, wards, and similar rooms.

Limitations: This category does NOT include Clinic Facilities. (See Limitations in category 850 for basis of distinction.) Animal rooms, stalls, wards, etc., which house animals intended for use in Class Laboratories, Non-Class Laboratories, or Human Hospital-Clinic Facilities, are classified as Service areas to such rooms.

865 Veterinary Hospital-Animal Care Facilities Service

Definition: A room which serves an Animal Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms and similar facilities.

Limitations: This category does NOT include facilities which directly serve animal-care facilities associated with Class Laboratories, Non-Class Laboratories, or Human Hospital-Clinic Facilities.

900 RESIDENTIAL FACILITIES

910 Residence for Unmarried Persons (CAUTION: Do not use this 910 code number, but one of the subcodes below).

Definition: A residence designed for unmarried persons.

Description: The subcodes below include all bedrooms, lounges, recreation rooms, study rooms, non-public bathrooms, laundry rooms, pressing rooms, storage rooms, dining halls, kitchens, etc. in a residence for unmarried persons.

Limitations: Rooms in a residence hall which serve primarily as classrooms should be classified as Classrooms, I&R 110. Offices for staff members should be classified as Offices, 310.

911 Bedroom or sleep-study room for one ~~or up~~ to five students.

912 Lounge facilities within dormitory buildings, primarily for residents.

913 Recreation facilities attached to dormitory, primarily for residents.

914 Study rooms (for general dormitory resident student use, not areas which are part of bedrooms).

915 Service areas, non-public bathrooms and shower rooms, laundry rooms, pressing rooms, storage rooms, sewing rooms, maids' rooms, eating and dressing spaces for the special staff, and other miscellaneous use rooms which do not fit another category of this 910 series.

916 Dining Halls attached to or part of dormitories and residence halls.

917 Dining hall service, kitchen, refrigerator spaces.

918 Apartment or suite within a dormitory, such as would be occupied by a faculty member, proctor, etc.

919 Large sleeping room in dormitory for six or more students

920 One-Family Dwelling

Definition: A house provided for one family.

Description: This category includes houses provided for, or rented to, staff (or students).

Limitations: This category does NOT include investment properties rented to non-institutional personnel.

930 Multiple-Family Dwelling

Definition: A duplex house or apartment building for more than one family.

Description: This category includes student and faculty apartment buildings and duplex houses rented to staff and/or students.

Limitations: This category does NOT include investment properties rented to non-institutional personnel.

Comment: Staff, faculty and married student residences, if carried as a single entry on the room-by-room inventory sheet, may be treated similar to a single room, and up to 20 such dwellings, apartments, etc., may be listed on a single room-by-room inventory sheet. (All residence buildings and dwellings must be listed on the Building Characteristic Sheet.)

935 Residence Hall Special Staff Service Areas (Multiple-Family Dwelling)

Definition: Special facilities provided for the staff (male and female) definitely assigned to act as maids, porters, etc., in a 930 type multiple family residence building for students and/or faculty and administration.

Description: Service areas, non-public bath and shower rooms, laundry rooms, pressing rooms, storage rooms, sewing rooms, maids' rooms, eating and dressing spaces for the special staff, and other miscellaneous use rooms that do not fit into another category of the 900 series.

Limitations: This category does NOT include facilities open to the public or used by students or the regular staff members.

NON-ASSIGNABLE AREA (Note: Not required to be inventoried, but see page 3).

010 Custodial Area, janitor closet.

020 Circulation Area, corridors, hallways, staircases, foyers.

030 Mechanical Area, boiler rooms, heating plants, and public toilets.

040 Construction Area, exterior walls, permanent partitions, unusable spaces in cellars or attics, etc.

Note: Non-assignable area should have a dash entered in Col. (8) and in Col. (9) of the Room-by-Room Facilities Inventory Sheet.
Complete description of Non-assignable areas follows:

CLASSIFICATION OF BUILDING AREAS

A logical beginning in devising a physical facilities inventory system is the development of criteria for classifying, defining, and measuring the building areas. Several kinds of square footages need to be employed in expressing these areas; consequently, it is imperative that the users of the data have a common understanding of these elements when utilizing the data for space management purposes, planning future facilities, or making comparative space studies.

CRITERIA FOR CLASSIFYING, DEFINING, AND MEASURING BUILDING AREAS

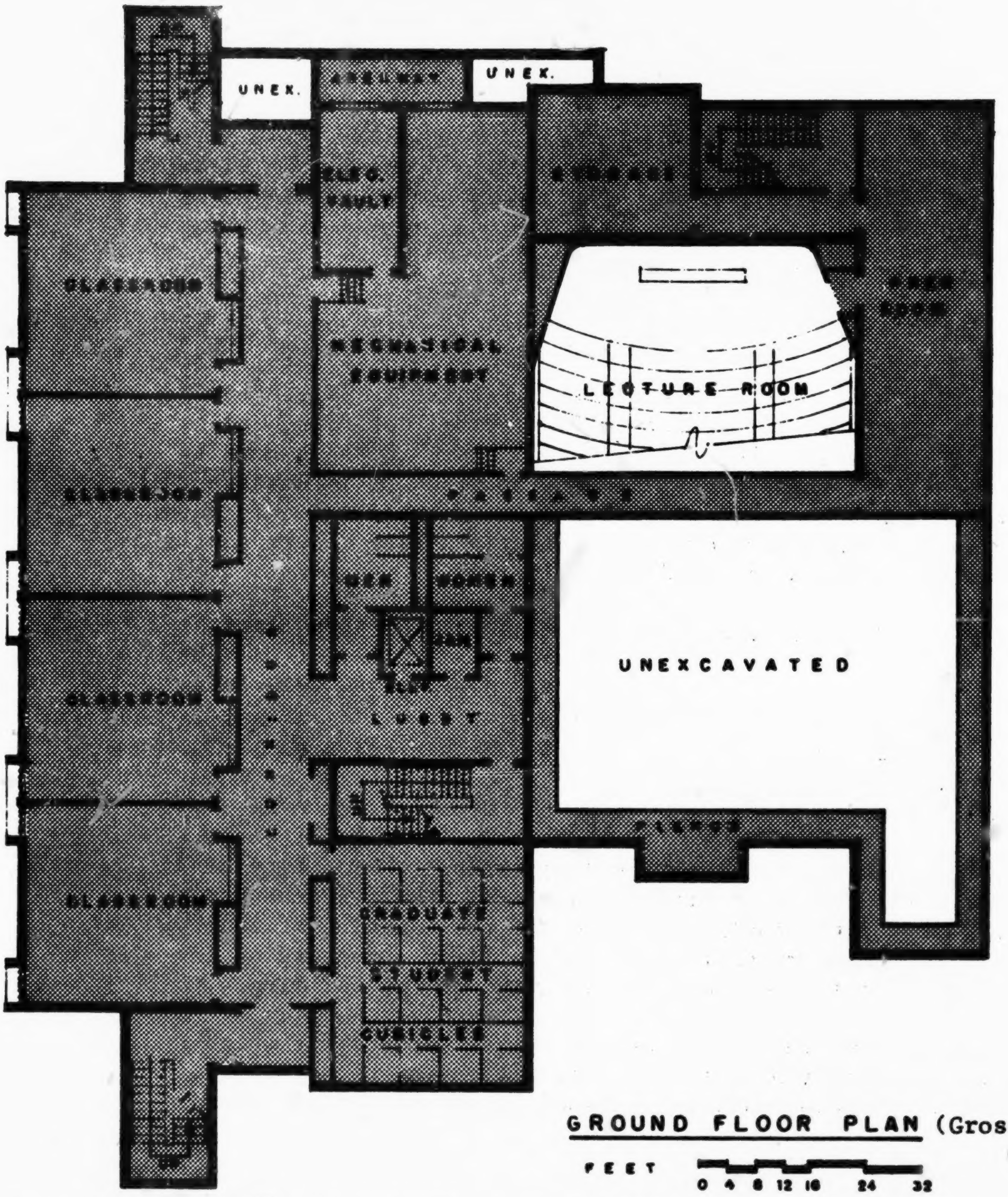
1. Gross Area
2. Net Assignable Area
3. Custodial Area
4. Circulation Area
5. Mechanical Area
6. Construction Area

The following pages provide a set of definitions* to identify physical space in institutions of higher education. The six area types are adequate to describe the entire building and the function of each area. Except for any major remodeling of the building structure or layout, each area should remain constant for the life of the building.

It is recognized that there will be special situations for which some deviation or modification of an area definition may be necessary. However, the area in question must be assigned to one of the six area types.

---

*The definitions of building areas are based upon Classification of Building Areas, (1964), Publication 1235, National Academy of Sciences - National Research Council. This publication is also titled Technical Report No. 50, Federal Construction Council, by Task Group T-56. The same criteria are also used in the CRISP project report titled "A Methodology for Determining Future Physical Facilities Requirements for Institutions of Higher Education" and in the University of Illinois report titled "Procedure for Inventory of Physical Facilities."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CUBICLES

GROUND FLOOR PLAN (Gross Area is Crosshatched)

FEET 0 4 8 12 16 24 32

1. Gross Area [To be entered in column (19) of the Building Characteristics Form]
   a. Definition

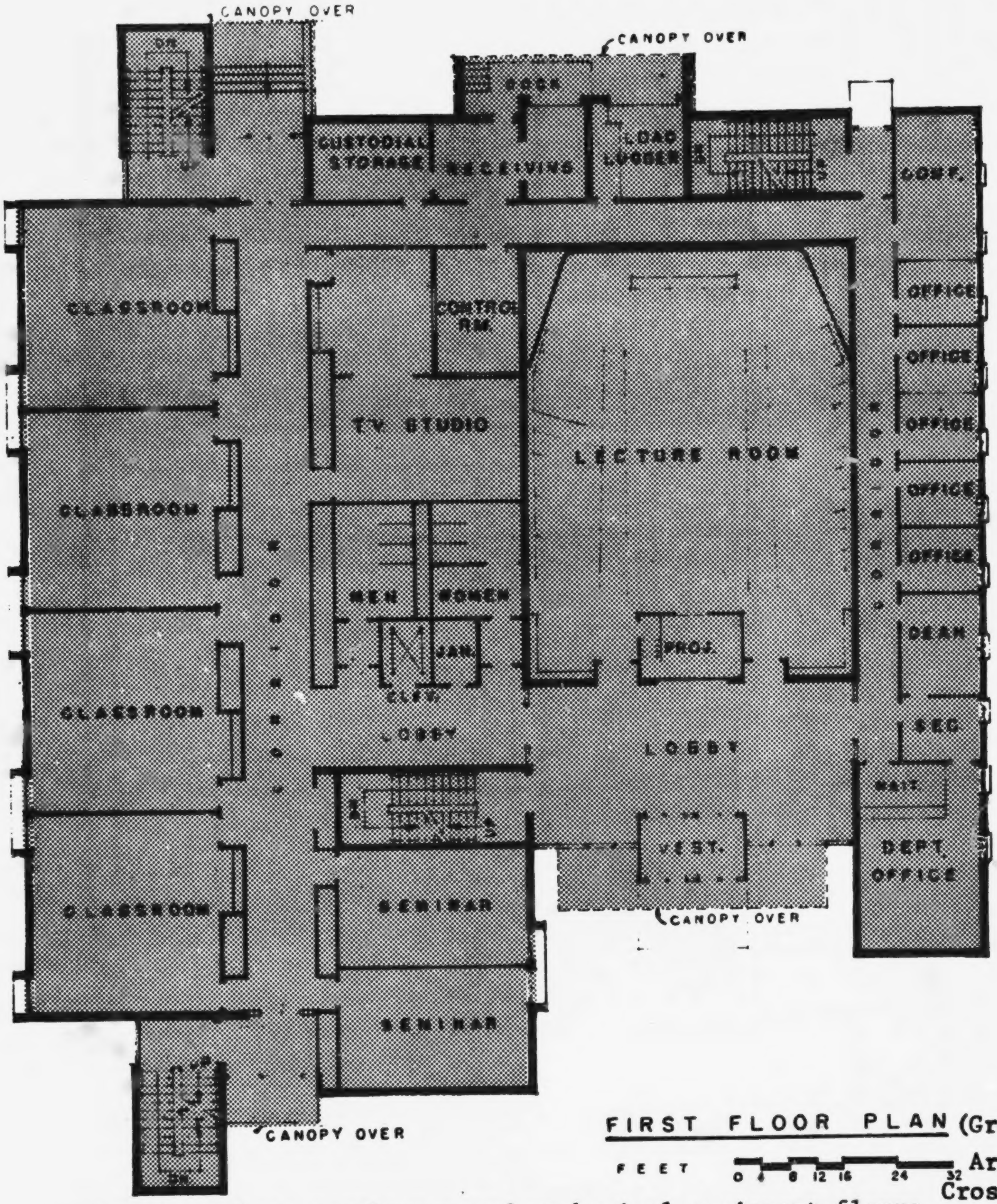
      "Gross Area" should be construed to mean the sum of the floor areas included within the outside faces of exterior walls for all stories, or areas, which have floor surfaces.

   b. Basis for Measurement

      Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face.

   c. Description

      In addition to ground - to top - story internal floored spaces obviously covered in "a" above, gross area should include basements (except unexcavated portions), attics, garages,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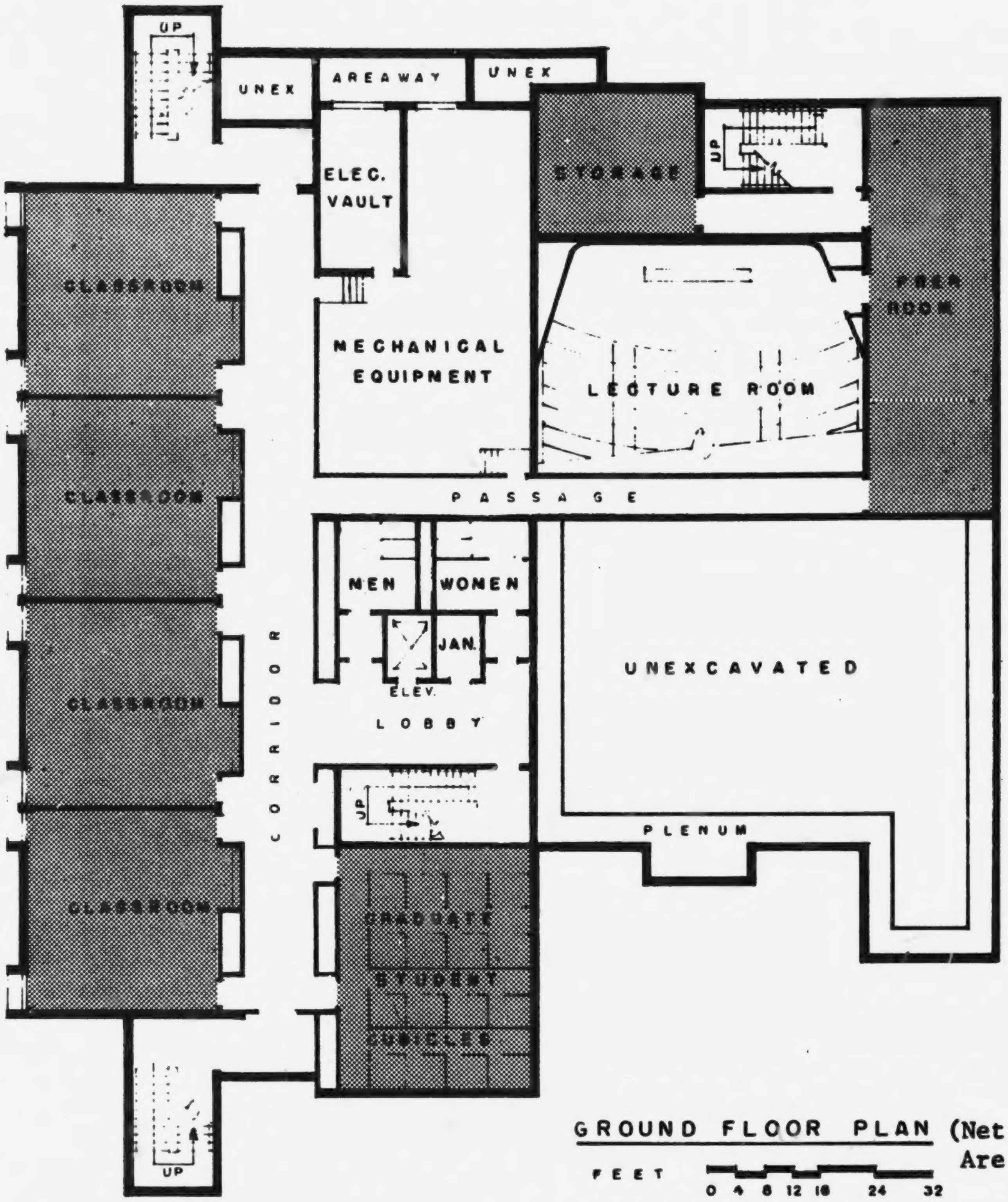
FIRST FLOOR PLAN (Gross Area is Crosshatched)

enclosed porches, penthouses and mechanical equipment floors, lobbies, mezzanines, all balconies--inside or outside--utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms should be included whether within or outside the exterior face lines of the building.

d. Limitations

Open courts and light wells, or portions of upper floors eliminated by rooms or lobbies which rise above single-floor ceiling height, should not be included in the gross area, nor should unenclosed roofed-over areas or floored surfaces with less than 6 ft. 6 in. clear head-room be included unless they can properly be designated and used as either net assignable, mechanical, circulation, or custodial area.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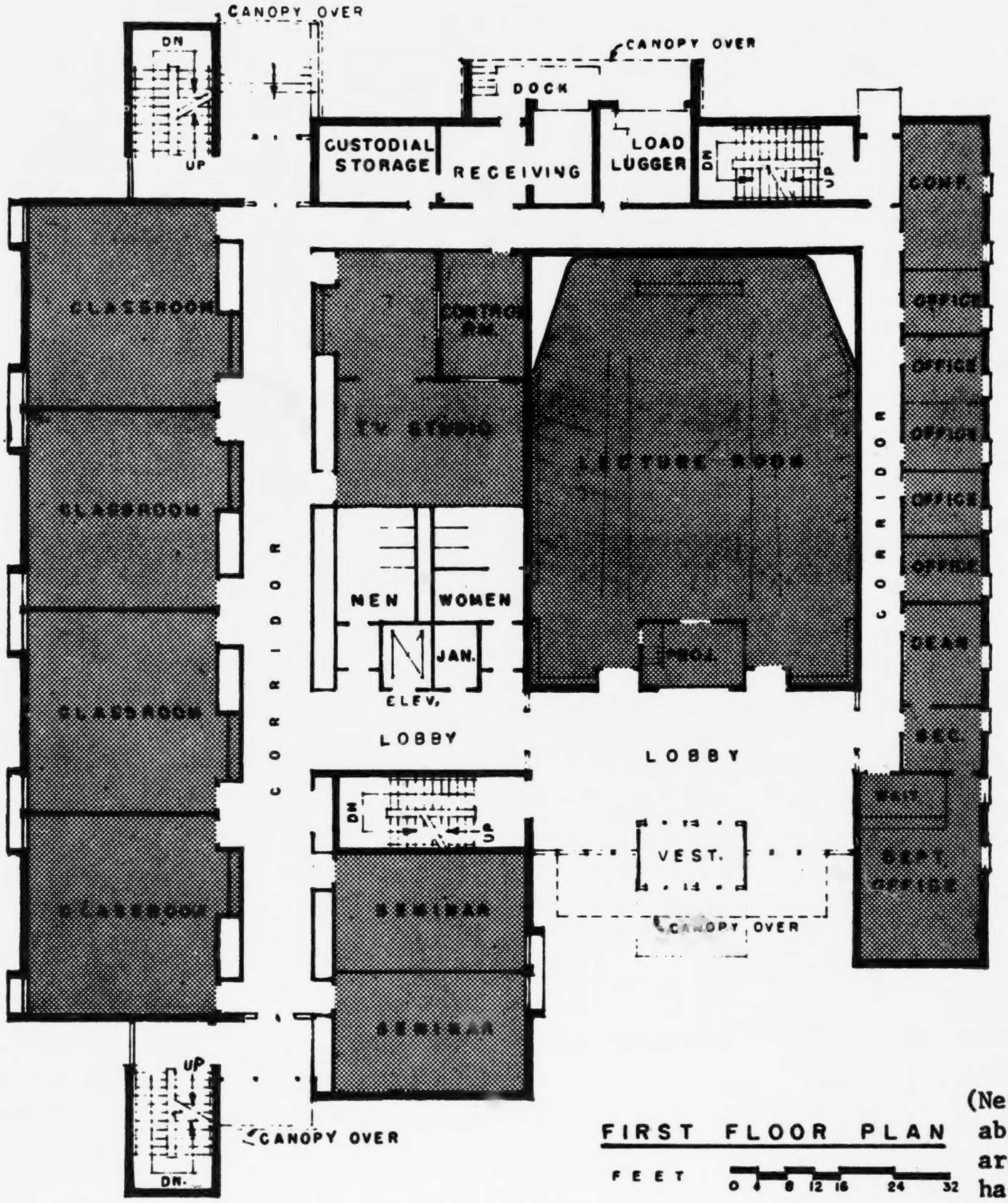
GROUND FLOOR PLAN **(Net Assignable Areas Are Crosshatched)**

2. Net Assignable Area
   a. Definition

"Net Assignable Area" should be construed to mean the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant (excepting those spaces elsewhere separately defined in area classifications 3, 4, and 5.)

   b. Basis for Measurement

All net assignable areas should be computed by measuring from the inside finish of permanent outer building walls, to the office side of corridors and/or to permanent partitions.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FIRST FLOOR PLAN
FEET
0 4 8 12 16 24 32

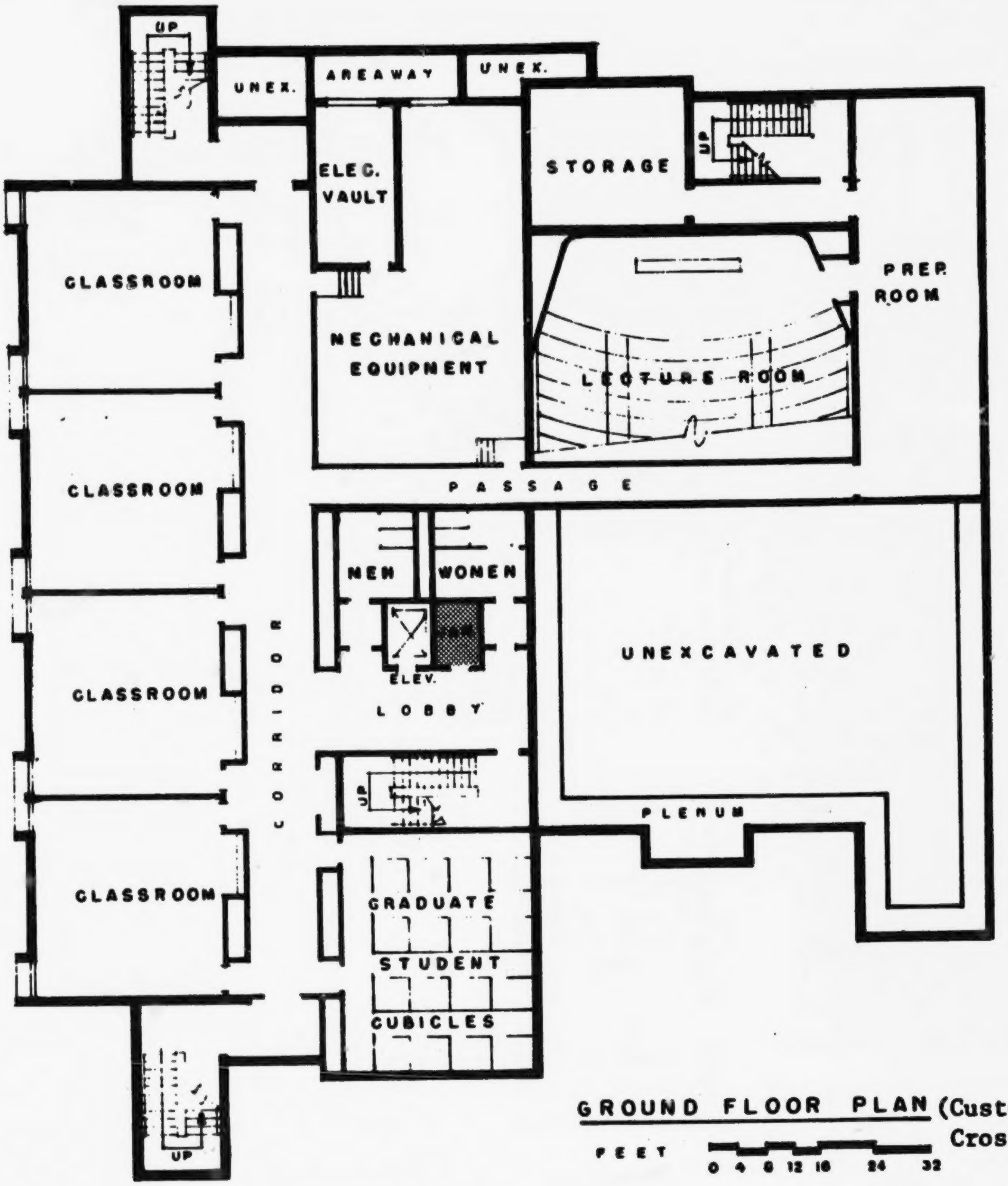
(Net Assignable Areas are Cross-hatched)

c. Description

Included should be space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and research shops, garages), which can be put to useful purposes in accomplishment of the institution's mission.

d. Limitations

Deductions should not be made for columns and projections necessary to the building.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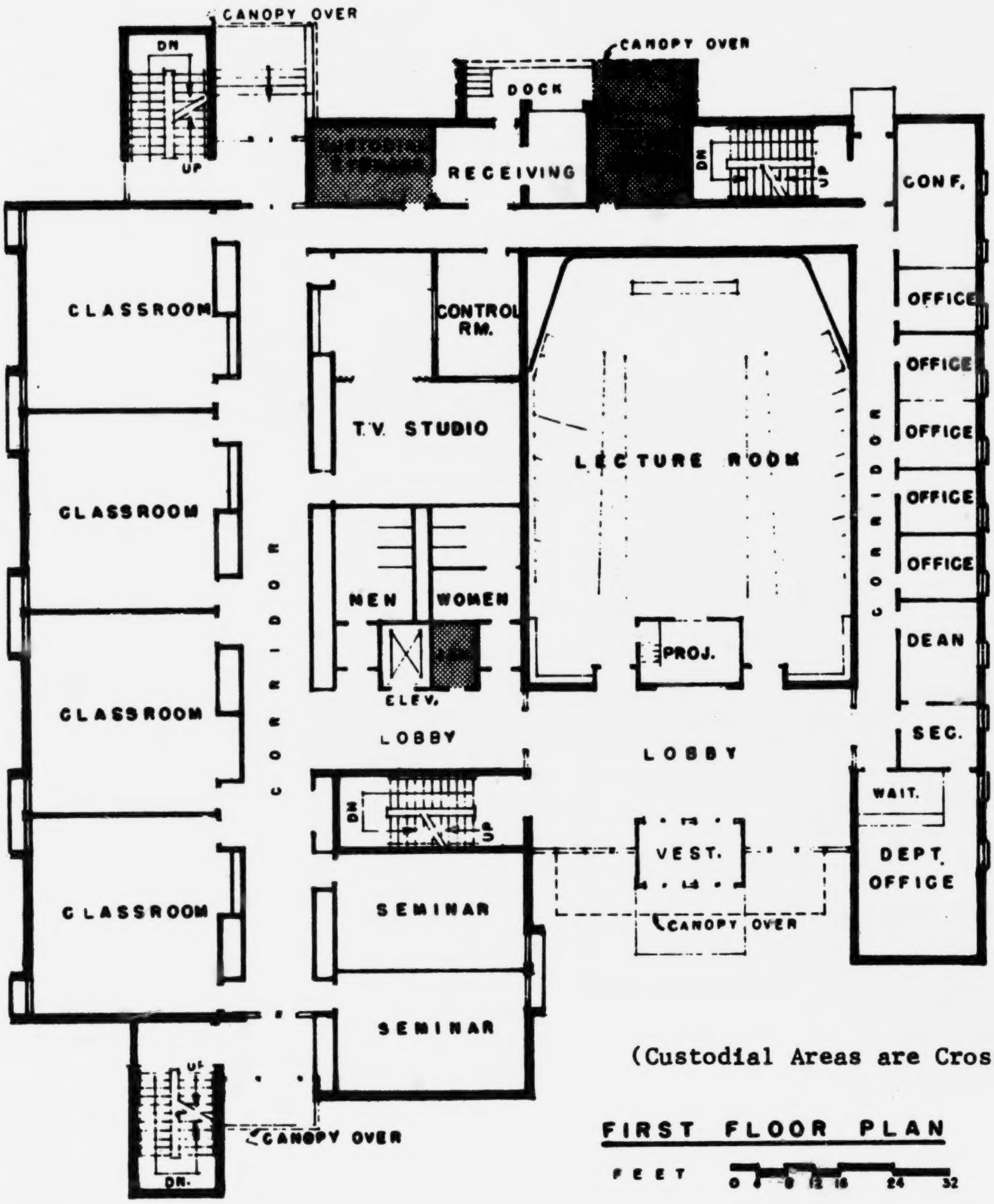
GROUND FLOOR PLAN (Custodial Area is Crosshatched)

3. Custodial Area (N.Y.S. code col. 11 is 010)
   a. Definition

      "Custodial Area" should be construed to mean the sum of all areas on all floors of a building used for building protection, care, maintenance, and operation.

   b. Basis for Measurement

      These areas should be measured from the inside surfaces of enclosing walls.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(Custodial Areas are Crosshatched)

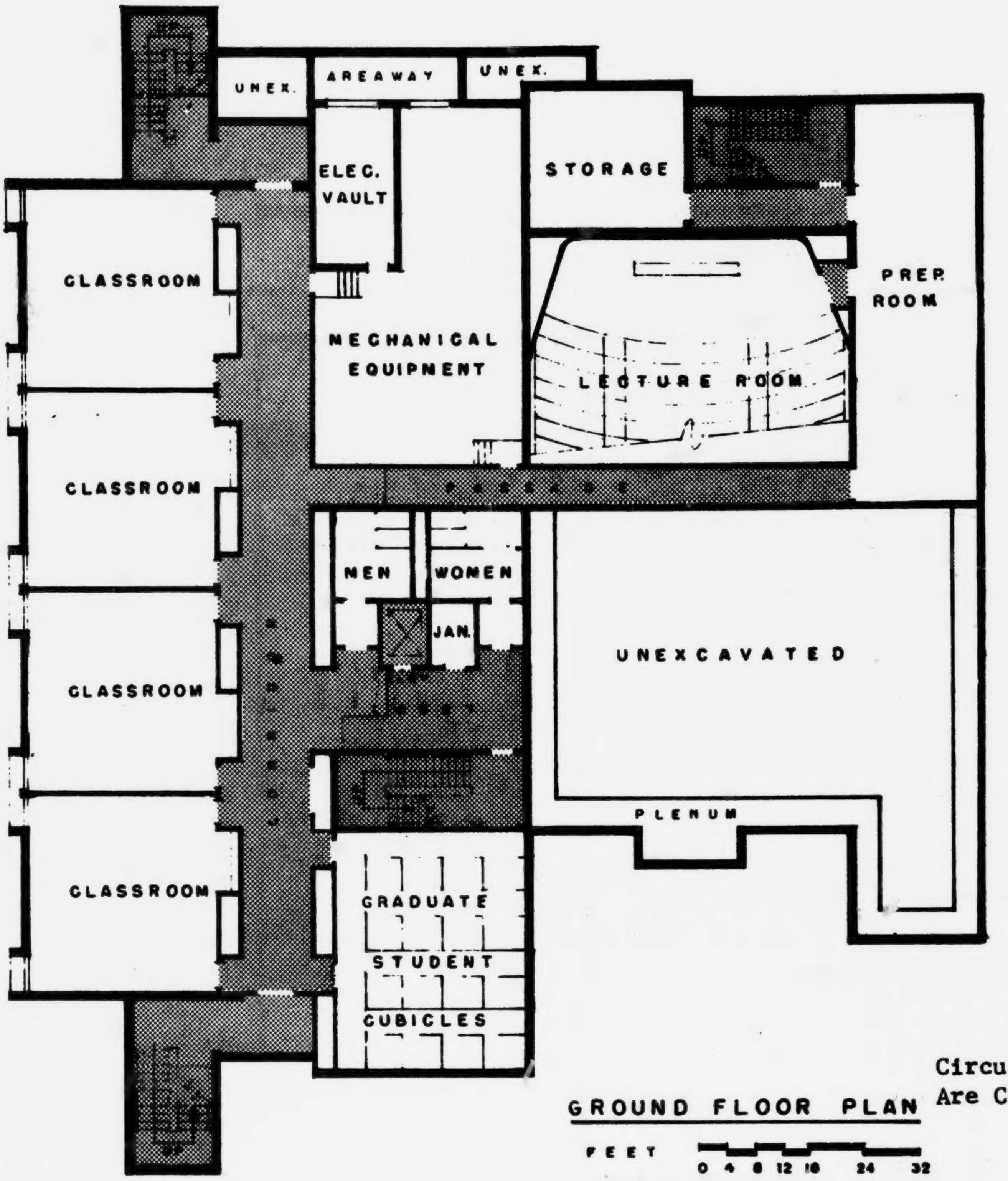
FIRST FLOOR PLAN

c. Description

Included should be such areas as custodial, locker rooms, janitors' closets, maintenance storerooms.

d. Limitations

Deductions should not be made for columns and projections necessary to the building.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GROUND FLOOR PLAN

Circulation Areas
Are Crosshatched)

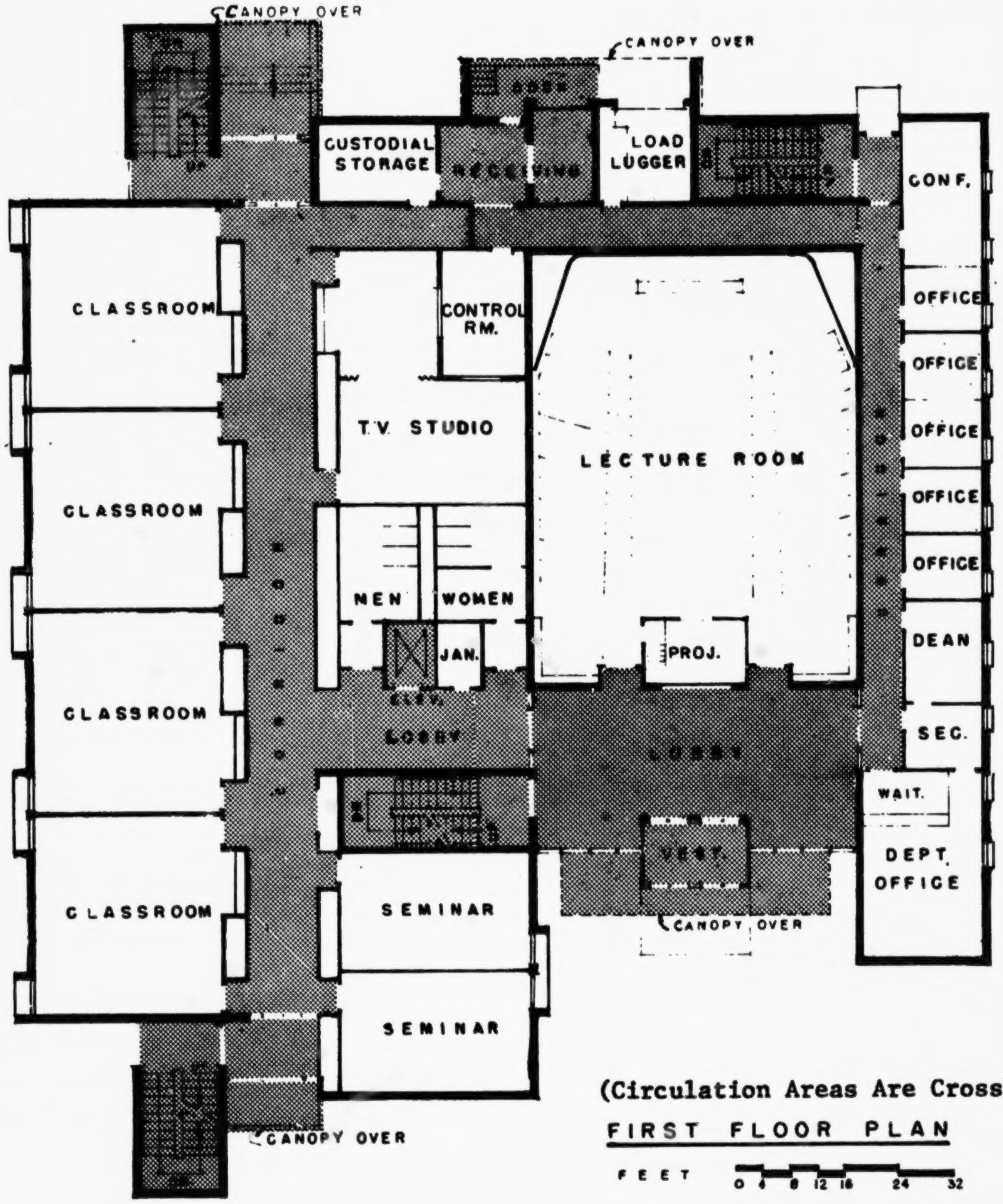
4. Circulation Area (N.Y.S. code col. 11 is 020)

a. Definition

"Circulation Area" should be construed to mean that portion of the gross area--whether or not enclosed by partitions--which is required for physical access to some subdivision of space.

b. Basis for Measurement

Circulation area should be computed by measuring from the inner faces of the walls or partitions which enclose horizontal spaces used for such purposes; or, when such spaces are not enclosed by walls or partitions, measurements should be taken from imaginary lines which conform as nearly as possible to the established circulation pattern of the building.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(Circulation Areas Are Crosshatched)

FIRST FLOOR PLAN

c. Description

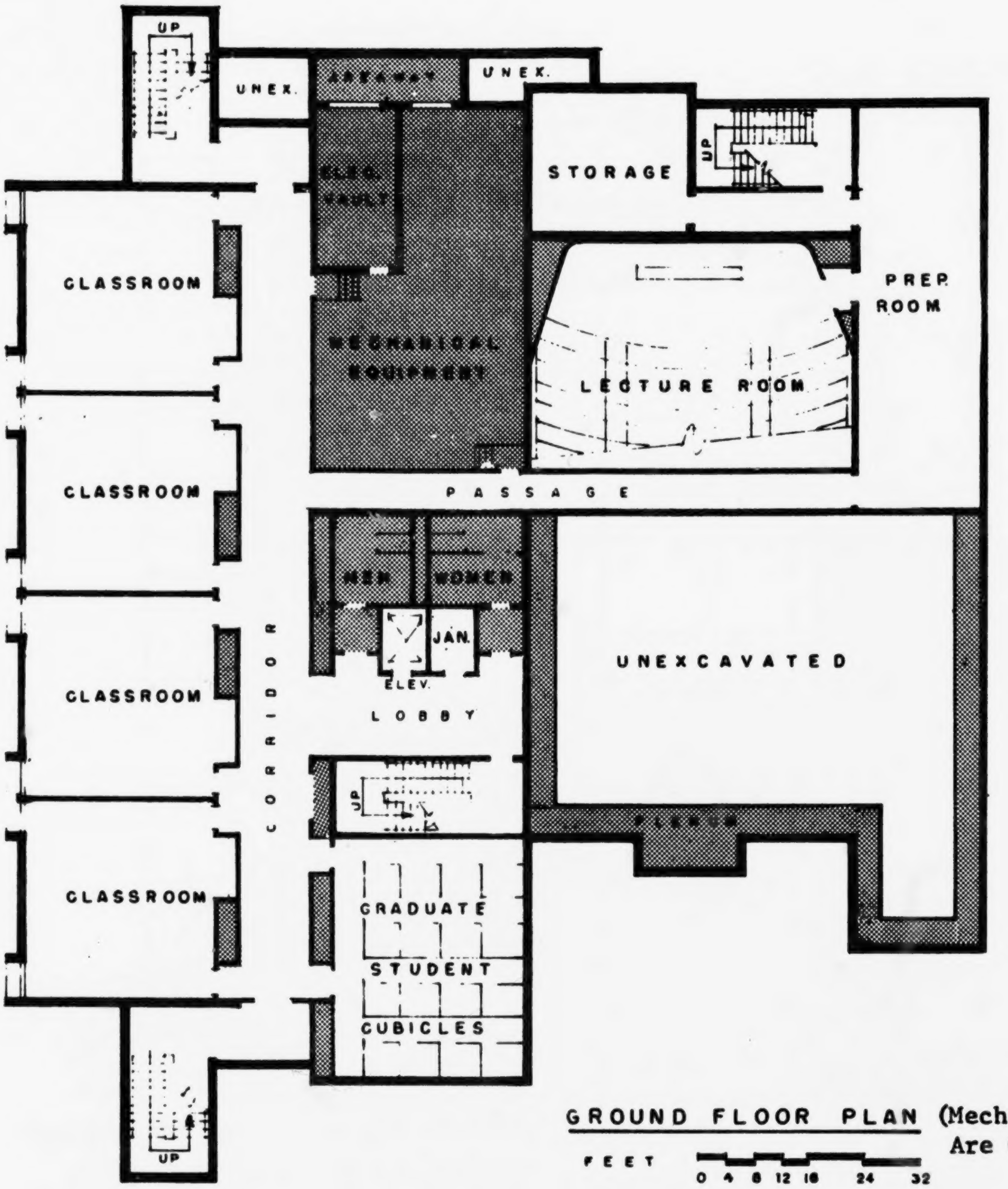
Circulation areas should include, but not be limited to: corridors (access, public, service, also "phantom" for large unpartitioned areas); elevator shafts;*escalators; fire towers** or stairs; stairs and stair halls; loading platforms (except when required for operational reasons and, thus, includable in net assignable area); lobbies (elevator, entrance, public, also public vestibules); tunnels and bridges (not mechanical).

d. Limitations

When assuming corridor areas, only horizontal spaces required for general access should be included--not aisles which are normally used only for circulation within offices or other working areas. Deductions should not be made for columns and projections necessary to the building.

*** See Addendum, page 97 for coding of dumbwaiters, booklifts, and special elevators.**

**** See Addendum, page 93 for coding of mail platforms, mail chutes, etc.**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GROUND FLOOR PLAN (Mechanical Areas Are Crosshatched)

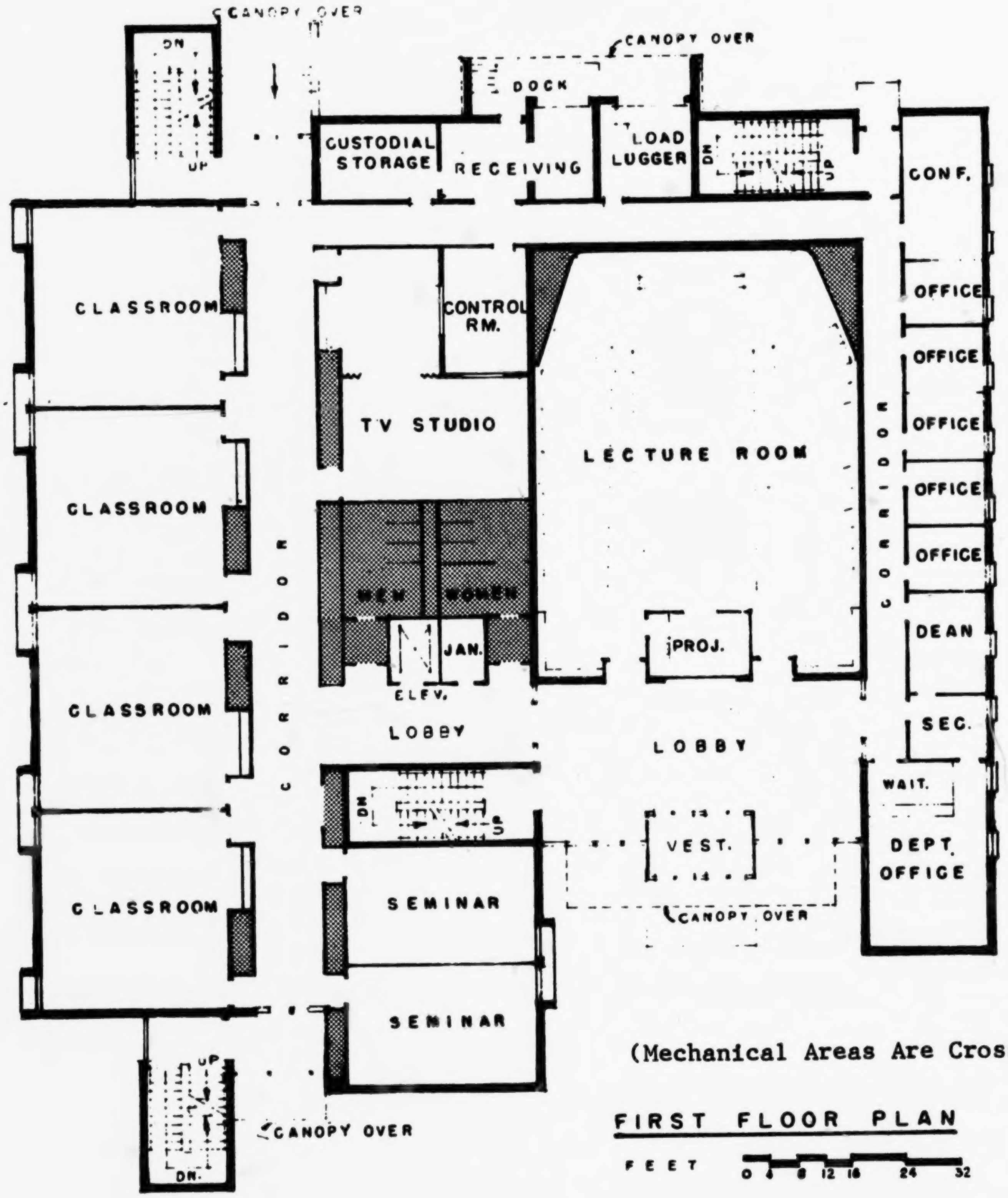
5. Mechanical Area (N.Y.S. code col. 11 is 030)

   a. Definition

   "Mechanical Area" should be construed to mean that portion of the gross area designed to house mechanical equipment, utility services, and non-private toilet facilities.

   b. Basis for Measurement

   Mechanical area should be computed by measuring from the inner faces of the walls, partitions, or screens which enclose such areas.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(Mechanical Areas Are Crosshatched)

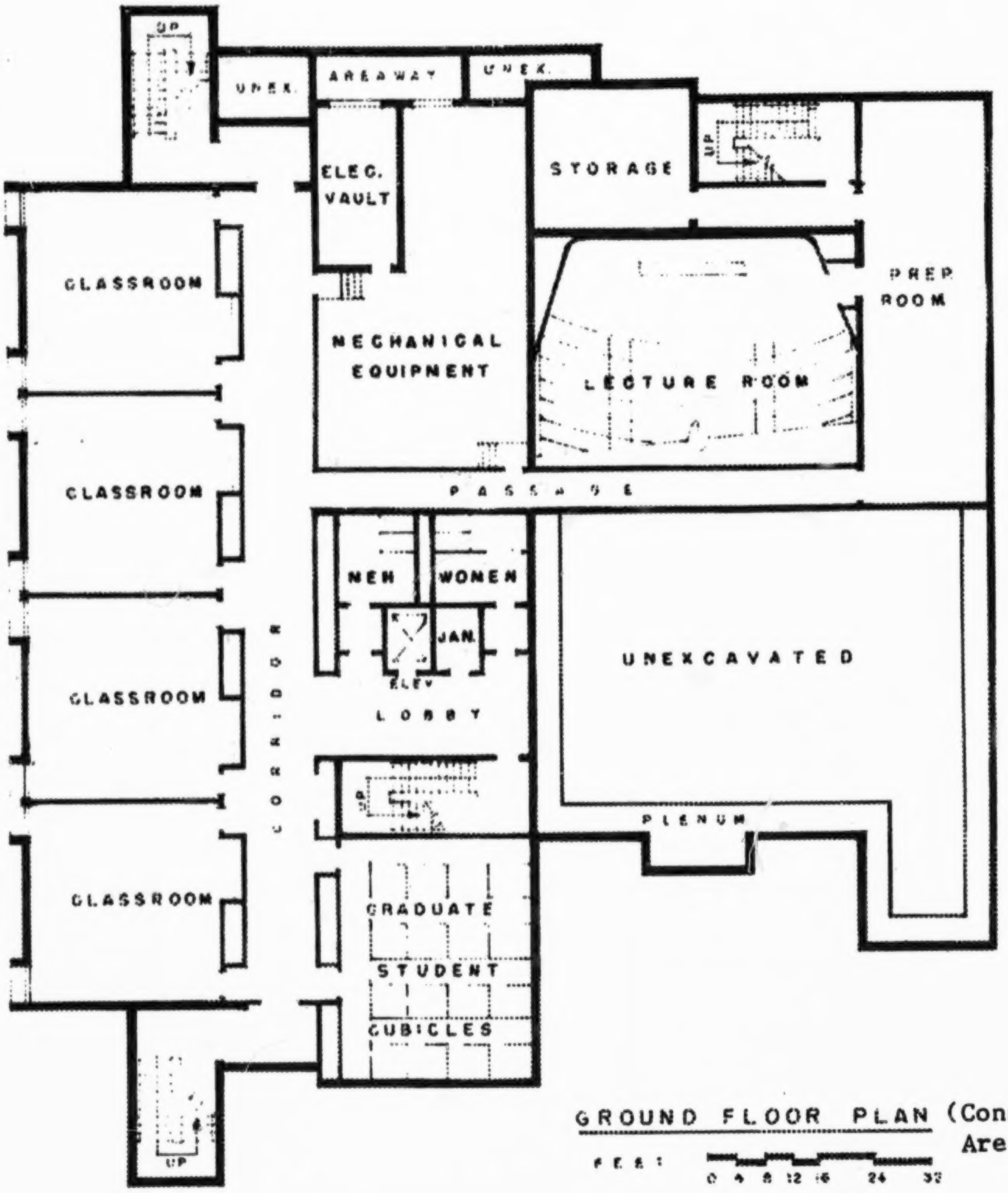
FIRST FLOOR PLAN

c. Description

Mechanical area should include, but not be limited to: Air-duct shafts; boiler rooms; fixed mechanical and electrical equipment rooms; fuel rooms; mechanical service shafts; meter and communications closets; service chutes; stacks; and non-private toilet rooms (custodial and public).

d. Limitations

Deductions should not be made for columns and projections necessary to the building.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GROUND FLOOR PLAN (Construction Areas Are Crosshatched)

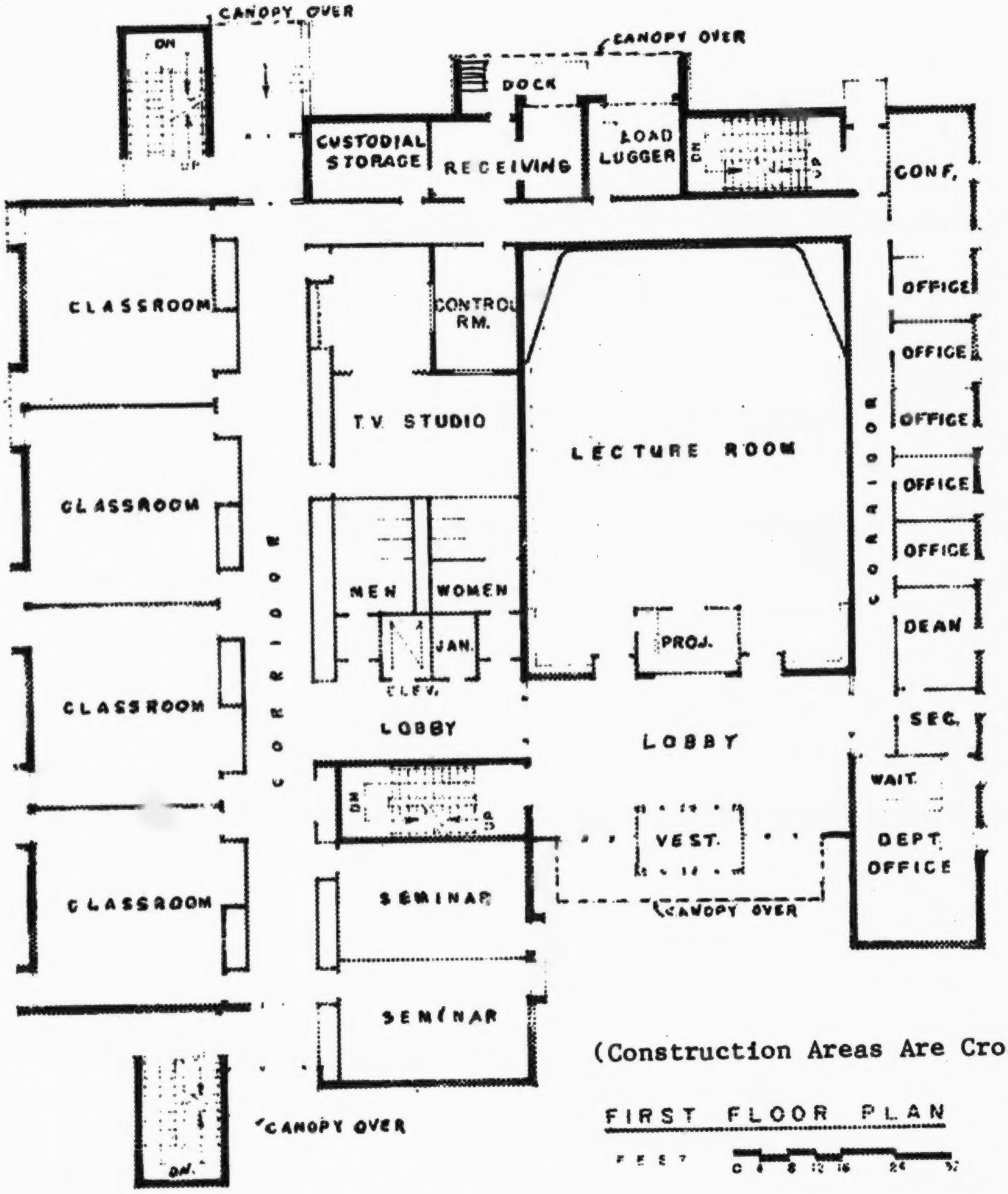
6. Construction Area (N.Y.S. code col. 11 is 040)

a. Definition

"Construction Area" should be construed to mean that portion of the gross area which cannot be put to use because of the presence of structural features of the building.

b. Basis for Measurement

Precise computation of construction area is not contemplated under these definitions--some construction features are included in the computation of other areas. However, total construction area should generally be determined by assuming it to be the residual area after the net assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area.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(Construction Areas Are Crosshatched)

FIRST FLOOR PLAN

c. Description

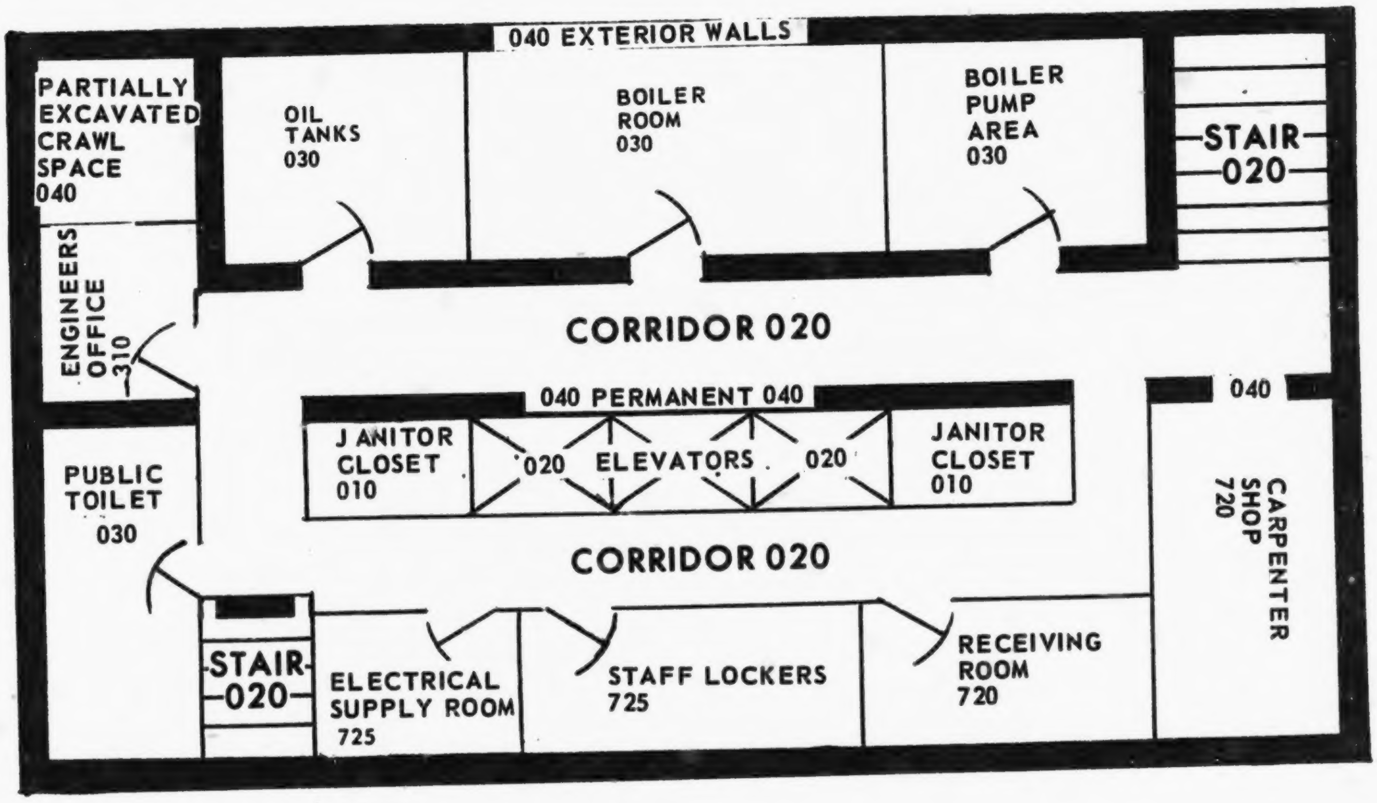
Examples of areas normally classified as construction area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of the building.

d. Computation of Construction Area

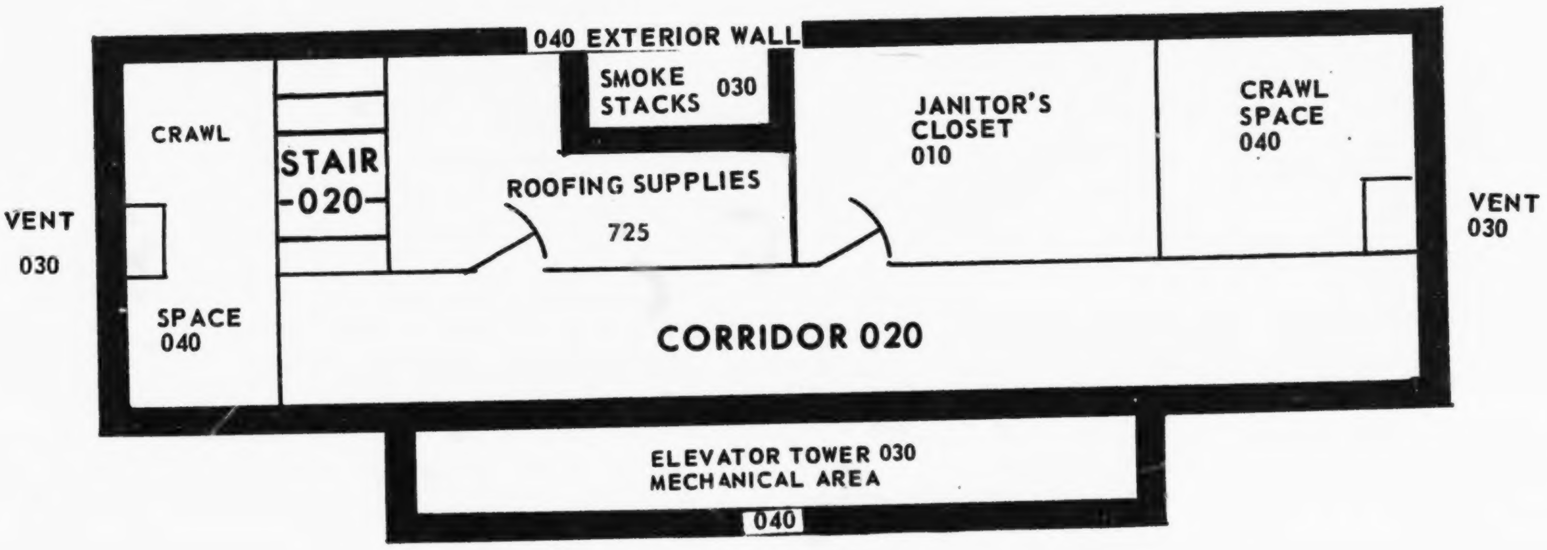
Gross Area	34,578	Square Feet	100.0%
Net Assignable	15,596		45.1
Circulation	10,385		30.0
Custodial	577		1.7
Mechanical	4,186		12.0
Construction	3,834	Square Feet	11.2%

The following drawings show examples of specific coding of room types and non-assignable areas frequently found in the same building on campus. The indicated numeric codes are to be entered in Col.(11) of the Room by Room Facilities Inventory Sheet.

BASEMENT


040 EXTERIOR WALLS
PARTIALLY EXCAVATED CRAWL SPACE 040
OIL TANKS 030
BOILER ROOM 030
BOILER PUMP AREA 030
STAIR 020
ENGINEERS OFFICE 310
CORRIDOR 020
040 PERMANENT 040
040
JANITOR CLOSET 010
020 ELEVATORS 020
JANITOR CLOSET 010
PUBLIC TOILET 030
CARPENTER SHOP 720
CORRIDOR 020
STAIR 020
ELECTRICAL SUPPLY ROOM 725
STAFF LOCKERS 725
RECEIVING ROOM 720

PENTHOUSE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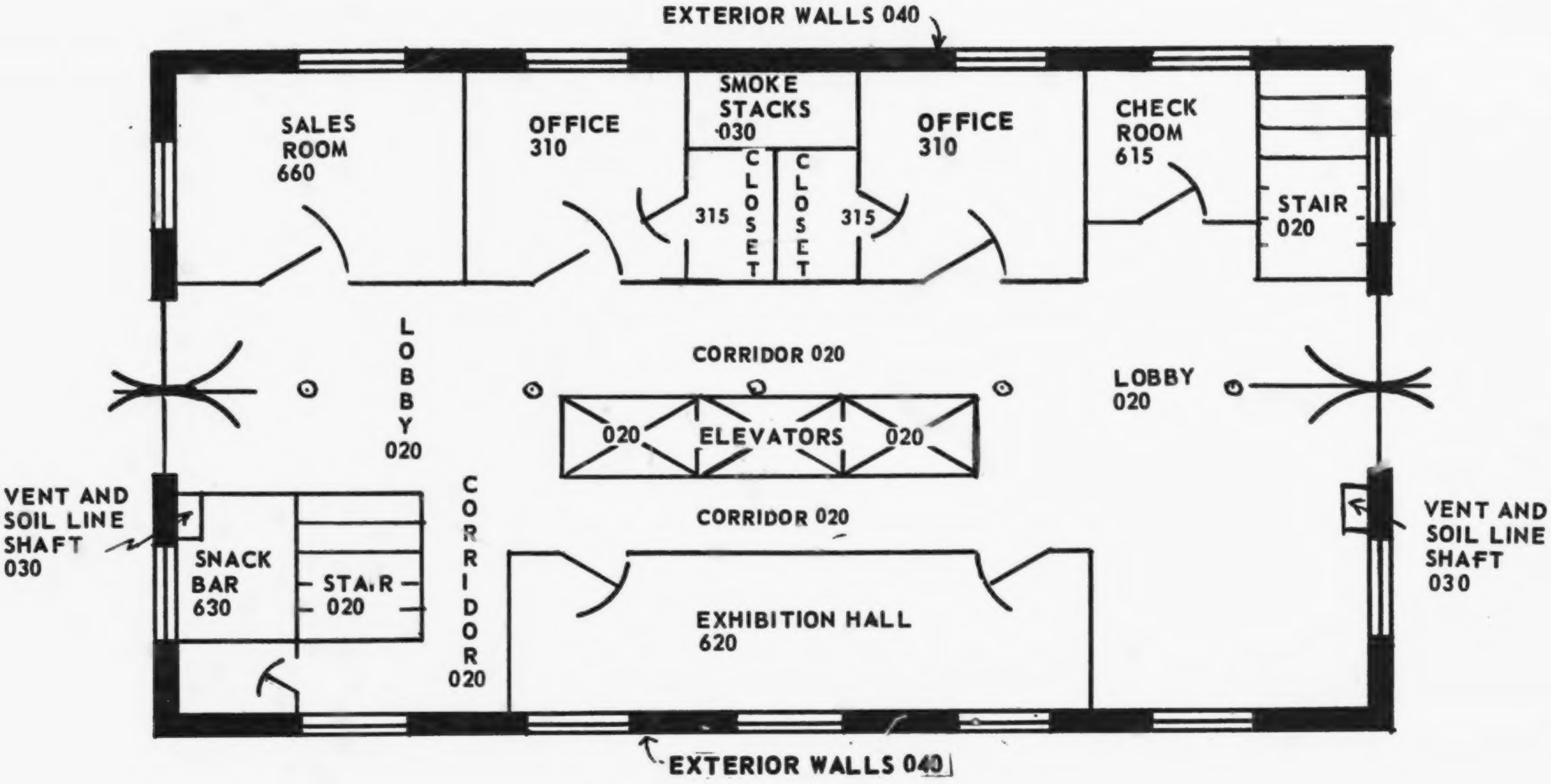
SMOKE STACKS 030
CRAWL SPACE 040
STAIR 020
ROOFING SUPPLIES 725
JANITOR'S CLOSET 010
CRAWL SPACE 040
VENT 030
VENT 030
CORRIDOR 020
ELEVATOR TOWER 030 MECHANICAL AREA
040

FIRST FLOOR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SALES ROOM 660
OFFICE 310
SMOKE STACKS 030
CLOSET 315
CLOSET 315
OFFICE 310
CHECK ROOM 615
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CORRIDOR 020
LOBBY 020
020
ELEVATORS
020
CORRIDOR 020
VENT AND SOIL LINE SHAFT 030
SNACK BAR 630
STAIR 020
CORRIDOR 020
EXHIBITION HALL 620
VENT AND SOIL LINE SHAFT 030
EXTERIOR WALLS 040

ADDENDUM

Coding Problem Areas

Many difficulties in interpreting the various codes have arisen during the first year of experience with the inventory. A number of improvements in the wording of definitions and limitations have been made in this revised Manual. A few areas, chiefly in the categories of Organizational Units and Type of Room are deserving of further emphasis as follows:

Activities that are classified as "Organized Activity Units," "Organized Research Units" and "Public Service Units" must have all spaces inherently associated therewith coded ACT, RES, and PUB respectively in col. (8) of the Room by Room Facilities Inventory. This includes their administrative offices, service, support areas, etc. See page 35.

Research---Some institutions have encountered difficulty in interpreting RES (ORGANIZATIONAL UNIT, page 36) and Item 14 Research, page 28, and in entering a reasonable figure in column 14 of the Room by Room Facilities Inventory Sheet. Often, because of the inclusion of unqualified undergraduate work, the figures given on the 1967 inventory have been consistently high. In general, undergraduate work does not qualify under definition and intent of Item 14, page 28. Be sure to read again the final paragraphs in the revised Manual, under each of these sections, page 36 and page 28.

Library (Central and Departmental)---The LIB (ORGANIZATIONAL UNIT, page 37) designation, code 400 series, is for those libraries that are centrally operated, staffed and controlled. No departmental library is to be so designated, no matter how formal or rigid is its operation, unless the staffing and administration is under the control of the main library and/or its major branches. If not so staffed, use an appropriate I & R code.

Faculty Library Study Rooms---Study rooms in libraries, even though restricted to faculty use, are LIB. However, if a faculty member has been assigned such a room as his main office, then it is I & R.

Faculty Members as Administrators---Ordinarily, an individual with the Administrative title of dean, associate dean, assistant dean, etc., should be coded GEN under ORGANIZATIONAL UNITS, page 36, along with his staff. (A dean generally can be considered the dividing line between administrative personnel and faculty members.) A teaching member of the faculty who acts as bursar, employment office director, etc., with or without an administrative title, should not be coded GEN unless such administrative responsibilities constitute his primary function---i.e., more than 50% of his time is spent in administration; if more than 50% is spent in instruction-research, he should be coded I&R. If exactly fifty-fifty, the decision rests with the institution to code one way or the other.

Alumni Association---The usual coding is GEN because of the tie-in with the institution's fund-raising and promotional activities. Conceivably an alumni association might have a completely independent existence but still occupy institutional space and thus would be coded NON, but this is not the usual situation.

Student Activity Rooms---These are usually all AUX and, in general, should be coded as follows: offices--310; lounges--650; club rooms or meeting rooms, if primarily for office purposes--310, or if primarily used as lounges--650, or if primarily used for recreation--670. Craft rooms (non-instructional), hobby rooms, card rooms, music listening rooms (non-instructional), and the like, that represent the major use of a student activity room or a club room should be coded 670. The appropriate 315, 655, 675 designations should be used for the service rooms attached to any of the above. Note, however, that for residents of dormitories, lounges are AUX 912 and recreation rooms are AUX 913.

Fraternity Houses---Fraternity houses and fraternity rooms that are part of the university facilities and are not separately organized and controlled are, in general, to be classified (when they do not include dining and/or sleeping quarters) as are student activity rooms when used for the same purposes---AUX 310-315, 650-655, 670-675. Fraternity house dining rooms are AUX 630-635 if the fraternity is part of the university's facilities and if there is no dormitory or sleeping room attached. If sleeping accomodations are attached to a fraternity house that is part of the university facilities, use AUX and the appropriate 900 series codes. Fraternity houses that are independently organized, controlled and operated are not to be included in the survey if they do not occupy space that is part of the university facilities; if they do occupy university space at nominal, full, or no rent, but are still independently organized, controlled and operated, they are to be treated as are other Non-Institutional agencies that occupy university facilities.

Student Activities, "Student Unions", etc.---In general, the recreational affairs (non-academic) of students are AUX (ORGANIZATIONAL UNIT, page 37,) with room types, for the most part, in the 600 codes. Sometimes the distinctions among various kinds of student affairs are not easy to make until it is made clear whether the emphasis is on the recreational-social-student oriented aspect or the academic-instruction-research aspect. Note the discussion about campus publications which follows.

Campus Publications---Code the publication NON (ORGANIZATIONAL UNIT, page 37,) if the control and/or direct supervision is not under the institutional administration. If such control-supervision is exercised by the institution, code I & R if the publication is carried on as part of instruction (an integral portion of the Journalism Department, for example); or ACT if it is one of the functions of the institution related to instruction-research (a departmental review of its research, for example); or AUX if it is carried on as an auxiliary enterprise of the institution (such as a daily news medium); or AUX if it is a typical student activity newspaper, non-instructionally oriented. (However, if the institution has no control whatsoever over a student newspaper that occupies university space, it is to be coded NON.) A publication whose majority readership is non-student in nature and whose purpose is that of a service to the public can be coded PUB; if the major purpose is to act as an agency of communication for the institution, it should be coded GEN.

Various Non-Institutional Agencies---Rooms on campus that are leased to outside agencies for their use in operating, for example, student oriented tailor shops, hair dressing shops, coin-operated washing machines, vending machines, etc., are properly coded NON. Food service catered by an outside agency should also be coded NON. (See paragraph on restaurants versus coin-operated food bars on page 95.) Likewise, a U.S. Post Office on campus, operated by Government employees, is NON 660, as are public telephone booths anywhere on campus. Civil Defense supplies storage areas should also be coded NON, with a Room Type code of 730.

Mail Chutes and Mail Loading Platforms---A chute and/or a loading platform used solely for sacks of mail in an institution's post office should be coded AUX 795, if the mail service is intra-institutional, or NON 665 if the service is U.S. Government operated. Note that mail chutes differ from the service chutes mentioned under 030 which are usually trash chutes for the use of the janitorial staff (Page 97). Also, chutes solely for the laundry in residential facilities are coded AUX 915. However, garbage chutes in residence halls are coded 030 and ordinary loading platforms are coded 020 just as in any other building.

Central Telephone Exchanges, Relay Rooms, etc.---Mention is made above of the coding NON 660 for public telephone booths anywhere on campus. This same NON 660 and also the service designation NON 665 should be used for central exchanges and appurtenances when operated on campus by a telephone company as a public service. However, if an institution has its own privately operated telephone exchange, or if it maintains an intra-institutional telephone service not generally open to the public, the coding should be AUX 790 and AUX 795 for the service facilities. An office switchboard would be either 660 if part of a public telephone service or 790 if solely intra-institutional. Conceivably, a sizable office switchboard might exist solely for the use of the staff in a large office and unconnected to any other telephone lines and it could be considered an office service and be coded 315.

Note that the following TYPE OF ROOM codes are normally not used with I & R in column (8) of the Room by Room Facilities Inventory Sheet. This has been a common error in the past and it is suggested that the definitions for each code be reviewed. If the various facilities listed below are legitimately part of the I & R set-up, then the room type codes included in the parentheses are the proper ones to use.

530 Audio-Visual, Radio, T V Facilities (becomes laboratory type 210, 220, 230)
610 Assembly Facilities (becomes classroom 110)
710 Data Processing - Computer Facilities (becomes laboratory 220, 230)
720 Shop Facilities (becomes lab. service 215, 225, 235, or 255)
730 Storage Facilities (becomes classroom or lab. service 115, 215, 225, etc.)

Subject Field Code is required to be entered in column (9) of the Room by Room Facilities Inventory Sheet for the first four categories of Organizational Units in column (8), i.e. not only for I & R but also for ACT, RES and PUB as well. See pages 35 and 36.

Lockers and Locker Spaces---The proper coding of the spaces and/or rooms used for lockers on a campus permits of a wide range. Almost every one of the Organizational Unit codes can be used as well as many of the Type of Room codes. The following illustrations will show many of these variations.

Lockers provided by the institution for the students in connection with their work in laboratories, studios, etc., are coded I&R 215 or 225, or 235 or 255, regardless of whether the students pay a special laboratory fee or whether the cost is included with the tuition fee.

Lockers provided for essential use of research staff in Organized Research Units would be RES and probably 255 or, perhaps, 235.

Lockers provided by a School of Continuing Education for visiting performing ballerinas, for example, would be coded PUB 615.

Lockers provided by the institution for required athletic-physical education activities are coded I&R 525.

Lockers provided in the gymnasium for visiting teams would be AUX 525.

Lockers provided by the Library, without cost, for safeguarding personal books kept out of the reading rooms would be coded LIB 455; but if operated on a fee basis by the institution the code would be AUX 660.

Lockers provided without cost to the students or staff without reference to the type of work done or the specific office or classroom occupied, but merely as a general service, would be coded AUX 695. Lockers for the Food Facilities (Student) staff AUX ~~665;~~ 635 Recreation Facilities AUX 675, etc.

Lockers for Shop Facilities staff are coded GEN 725; for custodial clean-up crew in non-residential areas are coded --- 010.

Lockers for the special staffs in Residence Halls are AUX 915 or 935 as appropriate. (See page 73)

Lockers for Central (institutional) Telephone or Mail Service Personnel are coded AUX 795.

A locker room for a large general administrative office would be GEN 315.

If the institution rents out space to a commercial firm that, in turn, rents out lockers in that space, as perhaps in the institution's Exhibition Hall, the code would be NON 625.

Offices---Any and all offices are coded 310 regardless of the occupant. A faculty office, even though located in a dormitory or a library, is coded I & R if that office is used primarily in connection with the faculty member's instruction-research activities. If an office in a dormitory is used principally in connection with duties of overseeing the students living there, then it is properly coded AUX; if used principally as an administrative office, the code is GEN.

Conference Rooms---Rooms that are an integral part of the office suite of an administrative unit and are used only rarely for conferences with other than the administrator and his group, should be coded GEN 310 rather than 350.

Athletic Facilities---Spectator seating, if permanent, is properly coded AUX 523, not I & R; if of the fold-up type, the space occupied should not be separately inventoried. Visiting athletic team rooms should be coded AUX 525. Public toilets in gymnasiums are non-assignable space (030); those solely for the use of students or faculty are I & R 525 unless a part of the office space in which case they are coded 315.

Chapels---A chapel meets the definition of a "devotional" facility and should be given a room coding of 610 along with all other devotional purposes facilities. The usual Organizational Unit coding is AUX if under university control, or NON if not.

Exhibition Facilities---Exhibition halls or rooms under the institution's control and used for general purposes are coded AUX 620, regardless of where on the campus they may be located. If they are specialized facilities of a department, the appropriate I & R laboratory facility designation should be used. Exhibition halls on university property, but operated commercially, should have an organizational unit designation of NON.

Restaurants versus Coin-Operated Food Bars---The usual food facility with human service, operated by a college, is coded AUX 630. If the institution operates a vending food bar it is coded AUX 660. If it is an automatic coin-operated food bar run by an outside agency, it is coded NON 660. When both service and automatic types are operated by the institution in the same room, and if the respective areas can not easily be separated, code the whole room AUX 630.

If an institution employs an outside food service contractor for all or part of its food service, that part run by the contractor should be coded NON 630-635 if the service is provided by humans, or NON 660-665 if the service is automatic type or coin operated.

Rathskeller---On some campuses there are rooms or halls called rathskellers. If they are under the institution's control and management and regularly serve food and drinks, the code should be AUX 630-635; if they are merely lounges with only incidental kitchenette service the code should be AUX 650-655; if they are merely recreational in purpose with no food or drinks served, the code should be AUX 670-675. If, however, the rathskeller, although occupying university space is a commercially operated enterprise not under the direct supervision or control of the institutional administration, the organizational unit is NON.

Food Facilities in Hospitals---Snack bars and eating rooms open to the public, but operated by the institutional administration should be coded AUX 630-635; the food facilities for patients in a hospital should be coded 825. Special food facilities solely for the use of the staff or their official visitors are also coded 825.

Faculty Dining Rooms, Lounges, etc.---Such rooms are usually coded AUX 630, AUX 650, etc., but a lounge that is part of an I & R set-up and has attached to it facilities for preparing food should be coded I & R if such food preparation-consumption is considered essential to the proper carrying out of the I & R functions of the occupying group. Note, however, that this is different from the food preparation-consumption in a typical home economics laboratory.

Dining Facilities, Lounges, Study Rooms, Recreation Areas, etc. in Residences for Unmarried Persons are to be coded in the 910 series of the Type of Room Code, rather than 630, 650, 410, and 670 respectively which they would fall under if located in other than residential buildings.

Lounges (Room Type 650)---A lounge for student use in a Student Union is AUX. A lounge in a library solely for library use should be coded LIB; a lounge in an administrative suite used solely by the staff should be coded GEN. A lounge for residents in a dormitory is coded AUX 912.

Central Laundry (760) pertains to washing and ironing of institutional material, linens, uniforms, etc. Small laundromats or coin-operated facilities are classified as either merchandising service (665) or residential service (915). See pages 68, 64 and 73.

Rooms for Specialized Staff Help---A maid's own room in a dormitory is AUX 915, and the same coding applies to locker rooms, shower rooms, lunch rooms, etc., for the special use of specialized dormitory help. Note the new Type of Room code 935 for special staff service areas in multiple-family dwellings. In case of food service personnel, their special rest rooms, locker rooms, shower rooms, etc., are AUX 635. The special rooms for nurses employed in student health facilities are AUX 645.

Apartments in Academic Buildings---If there is only one apartment in such a building, code it AUX 920; if two or more apartments are set aside for residence purposes, code them AUX 930.

A study room in a dormitory (914)---The code 914 is to be used for a separate study room in a dormitory; it is not to be used for incidental study space in a sleeping room, a sleep-study room, or a suite. See page 73.

Student Occupants in University Apartment Buildings---That part of an apartment building that is rented to students should be coded 930 for Room Type and AUX if in an institutional agency.

Vacant But Potentially Occupiable Spaces---Whenever the space is substandard or legally or practically unoccupiable and unassignable, it probably will fit into 010, 020, 030, or 040 better than elsewhere. See page 74 for examples. Space legally unoccupiable for a desired purpose (because of inadequate exits, ventilation, sprinkler system, floors, ceiling heights, etc.) but actually occupied for another, but a legal, purpose should be coded for the actual use, regardless of plans for the future.

Custodial Areas ---- Such areas, whether in dormitories or in any other buildings on campus should be coded 010. See page 80.

Elevators, Lifts, Dumbwaiters, etc.---- Most elevators shafts are part of the circulation areas and are properly coded 020. However, an elevator that is really a booklift for a library should be coded LIB 455. In some recording offices there is a lift or dumbwaiter to bring files and records from one floor to another. Such a device should be considered part of the office facilities and should be coded GEN 315. In a bookstore, an elevator that is not open to the public, even though occasionally a member of the staff may ride in it, but instead serves almost solely for the hauling of books and merchandise should be considered a merchandising service facility and should be coded AUX 665. A sidewalk elevator that serves the mechanical areas (hauling up cinders, rubbish, bales of paper, etc.) should be coded 030.

Trash disposal, etc.---- Incinerators, incinerator chutes and trash rooms are considered to be mechanical areas and should be coded 030.

New York State Code Changes and Additions ----Note that Central Food Stores 940 has been changed to 750 in this revision and Central Laundry 950 has been changed to 760.

A new series 010,020,030 and 040 has been added for NON-ASSIGNABLE AREAS.

The single code group 910, Residence for Unmarried Persons has been superseded by a detailed breakdown, 911 to 919. See page 72.

Additions to a Building ---- Contrary to the option permitted in the 1967 survey and analysis, whereby an addition to a building could, at the option of the institution, be reported as if it were a separate building, it will be necessary in the 1969 updating to require that an addition to a building be reported in each case as if it were a separate building and be given its own building number, or less preferably, a letter suffix with the number of the older building.

NET SQ. FT. TO GROSS SQ. FT.: At the end of the computer printout for each individual building is a listing of the total square footage for that building, based on the room by room inventory. This figure should be compared with the total gross area (based on the building's outside measurements) as submitted in col (19) of the Building Characteristics Form. Generally, the net-assignable (inside usable space) square footage will amount to 60% - 70% of the gross square footage. Any variation beyond these limits should be a signal to the institution to recheck the gross measurements submitted on the Building Characteristics Form.

CAUTION: A BUILDING NUMBER MUST BE ASSIGNED TO EACH BUILDING. DO NOT USE THE SAME BUILDING NUMBER FOR MORE THAN ONE BUILDING. A ROOM NUMBER MUST BE ASSIGNED TO EVERY SPACE. DO NOT USE THE SAME ROOM NUMBER MORE THAN ONCE WITHIN THE SAME BUILDING.